

Town of Menasha
Utility District Commission Regular Meeting
Municipal Complex - Assembly Room - Monday, June 11, 2007

Minutes

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE

President Arden Tews called the meeting to order at 5:00 p.m., followed by the Pledge of Allegiance. Roll call was taken and present were Commissioners McQuillan, Hanson, and Youngquist. Commissioner Jurgensen was excused.

Also Present were Administrator Sturgell, Finance Dir. Piergrossi, Com. Dev. Dir. Dearborn, Secretary Tweedie, Engineer Werner, Accts. Mgr./Deputy Treas. Pagel, Water Supt. Roth, Eugene Grundy, Melvin Schultz, Dale Knaack, Barb Knaack

2. AWARDS/PRESENTATIONS - None

3. PUBLIC FORUM - None

4. DISCUSSION ITEMS

a) *Change Order Guidelines*: Finance Director Piergrossi explained the set guidelines for change orders to awarded town contracts and discussed the process staff must use when bringing projects to the town board for approval. Finance Director Piergrossi stated she would like to propose a change order guideline ordinance and presented two guideline examples which used a percentage per tiered level if budgeted, and another with a percentage per tiered level but restricted the maximum change order amount without a resolution, if budgeted. (See resolution and memo attached). President Tews stated the old resolution was meant for roads, sewers and water projects and allowed town staff to be able to make decisions so as not to have to stop projects in the midst of the workday, making the projects more costly. Engineer Werner mentioned the boring under CTH CB as an example of this. Administrator Sturgell stated the old resolution gave the department head the authority and it came to the board for approval. Finance Director Piergrossi questioned the accounting practices being used for very small amounts of money, such as a \$132.00 bill.

Board members discussed their options, and President Tews first proposed a maximum amount of \$5,000 to include notification to the town board and remove the percentages. Resident Barb Knaack, Irish Road, suggested a limitation of \$5,000 to be decided by the town board and if over that amount, could then go to the Administrator for approval. Commissioner McQuillan felt it may be more streamlined if left as is. After more discussion between board members, President Tews then proposed if tiered as in the example, with a maximum amount at \$10,000., it could be revisited in one year.

5. OLD BUSINESS

6. NEW BUSINESS

a) 070611-1:UD Expenditures

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

7. ORDINANCES/POLICIES/AGREEMENTS

8. APPROVAL OF MINUTES

a) Regular Utility Commission Meeting - May 21, 2007

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

9. CORRESPONDENCE

a) Water Pumpage Report - May 2007

b) Water Main Breaks Report - May 2007

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

10. REPORTS

- a) Water Superintendent Roth - Gave updates on construction projects including Lakeshore Drive, Stead Drive and Geneva Street. They will next be working on American Court.

11. MOTIONS BY COMMISSIONERS

12. ADJOURNMENT

At 5:32 p.m., MOTION: Hanson/McQuillan to adjourn. Motion carried.

Respectfully submitted,

Karen J. Tweedie, Utility District Secretary