

Town of Menasha
Utility District Commission Regular Meeting
Municipal Complex - Assembly Room - Monday, July 23, 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. Clerk Tweedie took roll call and present were President Tews, Commissioner McQuillan, Commissioner Hanson, and Commissioner Youngquist. Commissioner #3 is vacant.

Also Present: Administrator Sturgell, Com. Dev. Dir. Dearborn, Secretary Tweedie, Engineer Werner, Accts. Mgr./Deputy Treas. Pagel, and Water Supt. Roth, P.C. Reporter Mike King, Eugene Grundy, Melvin Schultz, Barbara Dobberke, Pat Dobberke, and Brett Knutson.

Finance Dir. Piergrossi and Wastewater Supt. Laabs were excused.

2. AWARDS/PRESENTATIONS

3. PUBLIC FORUM - Non-Agendized Utility District Related Matters

4. DISCUSSION ITEMS

5. OLD BUSINESS

6. NEW BUSINESS

a) 070723-1:UD 2006 Lakeshore Dr. Water Main Reconstruction, Change Order, Final Payment and Quantities Adjustment

MOTION: Youngquist/Tews to adopt as submitted. Motion carried.

b) 070723-2:UD Expenditures

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

7. ORDINANCES/POLICIES/AGREEMENTS

8. APPROVAL OF MINUTES

a) Regular Meeting - July 9, 2007

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

9. CORRESPONDENCE

a) Water Main Breaks Report - June 2007

b) Water Pumpage Report - June 2007

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

10. REPORTS

a) *Commissioner Youngquist* - Update on Listening Sessions: Comm. Youngquist reported the first Listening Session was held last Monday July 16th, was happy with the response stating seven people had attended. He felt the discussion went well and he was able to answer most questions within a couple of days. Commissioner Youngquist announced the next meeting will be here at the Municipal Complex on July 30th at 6:00 pm.

b) *Administrator Sturgell* - Update on Impact Fee Study: Administrator Sturgell presented a map and gave a PowerPoint presentation of the progress of the utility district impact fee study. He discussed the current fee of \$1,500/per acre, ways of collection of the fee, explained 75% goes toward a sewer fund and 25% toward a water fund, and showed the impacted area along with reasons for the study to be conducted. Administrator Sturgell also explained the \$10,000 consultant fee was only for the primary consultant, Virchow Krause. As far as progress on the study, it is approximately 70% complete.

Pat Dobberke, Palisades Lane, asked whether at the time the \$1,500 per acre impact fee was set, had a model been used (just as the models Virchow Krause is currently using to show options and comparisons of other municipalities for this study). Administrator Sturgell and Comm. Dev. Director Dearborn stated there are different ways to calculate, though there is no right or wrong way, and added the town would explore its options. Ms. Dobberke also asked the board members for the current cost of the study thus far, and Administrator Sturgell stated as of June amounted to approximately \$6,300.

- c) ***Water Superintendent Roth - Update on Current Projects:*** Water Supt. Roth reported the sewer on Geneva Road has been completed and the crew is currently doing asphaltting. In the area of Shady Lane and American Court, the sewer is approximately half complete and will then run the water mains. The water main on Stead Drive has been completed. At Manitowoc Road and Bartlein Court all water lines will be in by the end of August. At Plant 3, the contractor will be epoxy-coating the storage tanks. Painting will begin at the water tower on Haase Street. Engineer Werner explained there is a lateral hookup required on Holly Road and explained due to the location of a manhole cover near the sign of Casa Di Luigi's restaurant had caused a minor modification in connecting the laterals. This will add additional costs to the change order for this project.

President Tews mentioned a letter was sent by Carl and Joyce Jankowski and she complimented the utility crew for a job well done when responding to a water main break.

11. MOTIONS BY COMMISSIONERS

12. ADJOURNMENT

At 5:34 p.m., MOTION: Hanson/McQuillan to adjourn. Motion carried.

Respectfully submitted,

Karen J. Tweedie, Utility District Secretary