

**Town of Menasha Utility District Commission Regular Meeting
Municipal Complex - Assembly Room - Monday, September 14, 2009**

Minutes

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

Pres. 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 Pres. Tews, Comm. Gerhart, Hanson, Ziegler and Youngquist. Staff present was Admin. Sturgell, Fin. 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 - August 24, 2009

MOTION: Hanson/Youngquist 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 - July 1, 2009

b) Neenah-Menasha Sewerage Commission - July 28, 2009

Correspondence

a) Water Pumpage Report - August, 2009

MOTION: Gerhart/Ziegler 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.

6. Discussion Items

7. Unfinished Business

8. New Business-Resolutions/Ordinances/Policies

a) 090914-1:UD Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing-Manitowoc Road Water Main Replacement

MOTION: Youngquist/Gerhart to approve expenditures with proceeds of the Bonds as needed, in an amount not to exceed \$688,000. Dir. Piergrossi described how passage of the resolution in the full amount of \$688,000 allows Finance to spend current funds and go out for borrowing without having to come back to the Commission for approval again later. The Commission discussed being limited to completing only 15% of the project this year. Motion carried.

b) 090914-2:UD Change Order No. 1, 2009 CIPP Project Final Cost and Quantities Adjustment for Ehlers Rd. and Haase St.

MOTION: Youngquist/Ziegler to accept Change Order No. 1 in the final contract amount of \$136,566.07 for Michels Corporation. Comm. Youngquist inquired about the decrease in the contract by \$42,247.93. Eng. Werner and Wastewater Supt. Laabs explained there were not as many laterals requiring work as previously thought. Therefore, the project costs came in lower than expected. Future failures and annual televising of laterals was discussed. Supt. Laabs stated although the laterals are acceptable for now they will continue to be watched. Motion carried.

c) 090914-3:UD Expenditures

MOTION: Youngquist/Ziegler to approve the expenditures without exception in the amount of \$461,794.01. Motion carried.

9. Reports

- a) Water Superintendent Roth - *Capital Projects Update*: The main water line on Valley Road will be completed this Friday, and the crew is now hooking up the water lines going to the streets. The Town Fire Station will also be completed by Friday.
- b) Wastewater Superintendent Laabs - *Televising Equipment Cost Savings*: The Town purchased a lateral camera in 2003, and a main-line televising inspection camera and equipment in 2009 for \$40,000. Due to using the cameras, Supt. Laabs feels cost savings have been realized by not having to hire outside contractors to do the work. To date (Jan-Sept 2009) there has been a \$5,864 savings. Invoices were shown of earlier work which can now be performed by the Utility Department, thus saving the Town money. In 2009, so far, there have been 45 laterals televised and Supt. Laabs estimates the cost savings at roughly \$9,000. Since 2003 to today, Laabs stated the Town has televised 120 laterals and realized an approximate cost savings of \$21,000 to \$24,000. Supt. Laabs feels the new televising camera will have paid for itself in four years.
- In general, the Commission felt positive about the cost savings. Comm. Youngquist questioned the accuracy of the estimated cost savings which he felt might not have taken into account staff time to perform the televising work. When asked, Supt. Laabs confirmed the amount of time for average work performed for televising or cleaning of about 1000 ft. to be approx. 20-25 minutes. Comm. Youngquist stated when presenting cost savings, he preferred the information come from the Finance Dept. Pres. Tews pointed out the convenience of using town staff versus having to hire extra people to do this work.

10. Motions by Commissioners**11. Adjourn**

At 5:26 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.*