

**Town of Menasha Stormwater Utility 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 Stormwater Utility Commission meeting to order at 5:31 p.m. followed by the Pledge of Allegiance. Secretary Karen Backman took roll call and present were President Arden Tews, Commissioners Dennis Gerhart, Barbara Hanson, Gregory Ziegler, and Dale Youngquist. Administrator Sturgell and other departmental staff were also present. Engineer Lee Riebold was present. Others: 1 signed in as attended.

2. Awards/Presentations

3. Minutes to Approve

a) Stormwater Utility Commission Meeting - December 14, 2009

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

4. Minutes and Correspondence to Receive

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:STM Expenditures

MOTION: Youngquist/Ziegler to approve the expenditures in the amount of \$85,436.69 without exception.

Comm. Gerhart expressed concern with the large number of bills listed (McMahon) for the various stormwater detention pond projects. He stated he felt uncomfortable not knowing exactly what this group of bills was for and approving them.

Comm. Youngquist agreed they do not have all the details and trusts staff in determining the bills coming in, but stated someone should be tracking the expenses.

Comm. Gerhart disputed Comm. Youngquist's comments saying the Commission is rubber-stamping and feels they should be provided with more information. Quarterly reports were an example. Adm. Jeff Sturgell stated he is willing to provide project reports but discouraged expending a lot of staff time if the information would not be utilized. He stated the invoices are available for Commissioners to review and encouraged Commission members to call department heads with their questions. Street Supt. Randy Gallow stated on a regular basis he reviews all project bills and regularly contacts McMahon for clarification or more information. When Supv. Youngquist discussed varying invoice amounts noticing some were very slight amounts, Engr. Lee Riebold answered saying separate itemizing follows the flow of the project in various phases such as surveying, permitting, design, and construction.

Quarterly project reports such as what was provided for the Fritse Park development project was suggested, but staff explained this was a different situation when reporting the project to the Board. Board members discussed the titles as they appear on the expenditures' list which they felt were very restricted and do not provide enough information. The finance director explained how the software program allows limited space for titles but she will attempt to diversify them for better clarification in the future. Comm. Youngquist then requested an on-going, more detailed account by project.

Adm. Sturgell once again offered Commission members to come into the offices, view the bills, commenting on how much time staff should spend. On reporting back to the Board in the form of reports, no decision had been reached.

After discussion, motion carried.

9. **Reports**

10. **Motions by Commissioners**

11. **Adjourn**

At 5:50 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.*