

**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.*