

**Town of Menasha Stormwater Utility Commission Regular Meeting
Municipal Complex - Assembly Room - Monday, December 13, 2010**

Minutes

1. **Call to Order, Pledge of Allegiance, and Roll Call**
President Arden Tews called the Stormwater Utility Commission meeting to order at 5:30 p.m. The Pledge of Allegiance was recited. Secretary Karen Backman took roll call; present were President Arden Tews, Commissioners Dennis Gerhart, Barbara Hanson, Gregory Ziegler, and Dale Youngquist. Administrator Jeff Sturgell and other departmental staff were also present. Street Superintendent Randy Gallow was excused. Others: 4 attendees signed in
2. **Awards/Presentations**
3. **Minutes to Approve**
 - a) Stormwater Utility Commission Meeting - October 25, 2010
MOTION: Youngquist/Ziegler 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.**
6. **Discussion Items**
 - a) *Exemption from Stormwater Fee Charge for Unbuildable Parcel for Richard Swoboda - 840 Haase Street:* Community Development Director George Dearborn explained how the Town's ordinance contains a process for providing a waiver of stormwater fees by the Community Development Director for smaller lots. However, lots exceeding 4,000 sq. ft. that are unbuildable may not automatically be granted a waiver except by the Stormwater Utility Commissioners. There is an appeal process in place and Mr. Swoboda has chosen to appeal. Director Dearborn stated he feels it's justified granting a waiver in this case only. Mr. Swoboda was present and explained his situation of owning two separate lots and having to pay 1 ERU for the first lot, and .25 ERU for the second lot. Commissioners agreed with Director Dearborn in this instance, and President Tews stated they would combine the two parcels into one parcel for purposes of setting one stormwater fee through a resolution at the next Stormwater Commission meeting on January 10.
7. **Unfinished Business**
8. **New Business-Resolutions/Ordinances/Policies**
 - a) 101213-1:STM Expenditures
MOTION: Ziegler/Youngquist to approve the expenditures in the amount of \$33,911.69 without exception. Motion carried.
9. **Reports**
 - a) *Community Development Director George Dearborn - Stormwater Credit Policy Amendment Proposal:* Director Dearborn explained how the current policy, which only applies to commercial uses, does not accommodate exemptions for smaller reductions in water quality. Rain gardens and filtration methods are encouraged but since they are smaller activities, typically do not reach the level to trigger a credit. Proposed is creation of two additional tiers; one tier from 1%-19% reduction in which the property owner would receive 3% credit, and the second tier from 20%-39% reduction with would give the property owner 6% credit. A stormwater policy amendment will be presented at the next meeting.
10. **Motions by Commissioners**
11. **Adjourn**
At 5:45 p.m., **MOTION:** Hanson/Youngquist 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.