

Town of Menasha Utility District 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 meeting to order at 5:00 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. Town Engineer Brad Werner was present.
Others: 1 attendee signed in

2. Awards/Presentations

3. Minutes to Approve

a) Regular Utility Commission Meeting - October 25, 2010

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

4. Minutes and Correspondence to Receive

Minutes

a) Neenah-Menasha Sewerage Commission Meeting - September 28, 2010

b) Grand Chute Menasha West Sewerage Commission Minutes - October 6, 2010

MOTION: Gerhart/Hanson to accept the minutes for filing. Motion carried.

Correspondence

a) Water Breaks Report - November 2010

b) Water Pumpage Report - November 2010

MOTION: Gerhart/Hanson to accept the 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

a) *Water Rate Study Discussion - Finance Director Myra Piergrossi:* Finance Director Piergrossi gave a PowerPoint presentation regarding the water utility which she stated has had a decrease in consumption. Less use affects our revenue generation. In 2011's budget, we didn't fund depreciation which is approximately \$350,000 for the Water Department. Although cash-on-hand of \$27,000 was used, additionally we used \$90,000 in the 2011 budget to offset purchasing water meters and the Town remains \$467,000 short from where we should be annually in the Water Department. When looking forward to 2012 to predict what will happen, there is an increase in 2012 from the 2011 debt service costs which means the utility must come up with approximately \$100,000. When combining all these costs, the water utility is approximately \$560,000 short of what should be coming in without considering any normal operational cost increases usually seen each year. Finance Dir. Piergrossi explained the options and steps during the budget process that have already been taken due to the financial picture when looking into the Town's future.

Therefore, Finance Director Piergrossi asked permission to move forward with seeking Request for Proposals (RFP) to do a water rate study. She gave the timeline for the process which would include gathering information for the RFP and after award of the contract Finance Dept. staff must compile financial data. The chosen firm performing the rate study would do calculations followed by filing with the PSC. Hopefully by year end or January 1, 2011, new water utility rates would be implemented. President Tews and the Commission felt the Town should move forward with seeking the Request for Proposals and do a study.

7. Unfinished Business

8. New Business-Resolutions/Ordinances/Policies

a) 101213-1:UD Final Payment - Emergency Water Main Replacement on Gardners Row, Lynch Avenue, Grove Street and Embrey Court

MOTION: Youngquist/Ziegler to approve final payment of \$166,684.12 to Donald Hietpas and Sons Construction Co. and \$15,912.75 to McMahon Engineering for a total project cost of \$182,596.87, which is approximately \$3,000 under budget. Motion carried.

b) 101213-2:UD Expenditures

MOTION: Ziegler/Gerhart to approve the expenditures in the amount of \$372,636.56 without exception.
Motion carried.

9. Reports

10. Motions by Commissioners

11. Adjourn

At 5:27 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.*