

**Town of Menasha Utility District Commission Regular Meeting  
Monday, April 11, 2011 - 5:00 p.m.  
Municipal Complex – Assembly Room - 2000 Municipal Drive**

**Agenda**

- 1. Call to Order, Pledge of Allegiance and Roll Call**
- 2. Awards/Presentations**
  - a) Review of 2010 Utility District Financial Statements – Baker Tilly Virchow Krause L.L.P.
- 3. Minutes to Approve**
- 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.* To address the Commission, complete the Public Participation signup sheet.
- 6. Discussion Items**
- 7. Unfinished Business**
- 8. New Business- Resolutions/Ordinances/Policies**
  - a) 110411-1:UD Award Contract for Water Rate Study
  - b) 110411-2:UD Expenditures
- 9. Reports**
- 10. Motions by Commissioners**
- 11. Adjourn**

**A quorum of the Personnel Committee, and Police & Fire, Planning, and Park Commissions may be present, although official action by those bodies will not be taken; the only business to be conducted is for Utility Commission action.**

*Those individuals requiring the assistance of a sign language interpreter to participate in this meeting may call 720.7101 a minimum of five business days prior to the meeting.*

RES #110411-1:UD

**AWARD CONTRACT FOR WATER RATE STUDY**

WHEREAS, on December 13, 2010 the Town of Menasha Utility District authorized the Finance Director to solicit quotes for a water rate study; and

WHEREAS, letters were mailed to seven companies requesting quotes, which were due on March 25, 2011; and

WHEREAS, the quotes require the responsible firm to manage the water rate study process, with Finance staff provided data, which includes:

- 1.) Initial kickoff meeting with staff
- 2.) Compile forecasted information needed for the study
- 3.) Water rate calculations, including the rate design for cost of service and revenue requirement analysis
- 4.) A comparative rate analysis with other water utilities of similar size and/or in this area (Staff will have the final decision on which utilities will be included.)
- 5.) The rate application
- 6.) The report to the Public Service Commission
- 7.) A presentation to the Utility Commission

WHEREAS, the Utility District received three qualified quotes:

Baker Tilly Virchow Krause .....	\$12,000, plus expenses
Municipal Economics & Planning, a division of Ruckert/Mielke .....	\$10,500
Schenck SC .....	\$7,000; and

NOW, THEREFORE BE IT RESOLVED by the Utility District Commissioners to hereby approve Schenck SC to complete a comprehensive water rate study for a cost not to exceed \$7,000.

Adopted this 11<sup>th</sup> day of April, 2011

*Requested by: Myra Piergrossi, Finance Director*

*Submitted by: Arden Tews, Commission President*

\_\_\_\_\_  
Arden Tews, Commission President

\_\_\_\_\_  
Attest: Karen Backman, Utility Secretary

RESOLUTION #110411-2:UD

EXPENDITURES

WHEREAS, The Town of Menasha Utility District has outstanding invoices totaling: \$162,781.31

WHEREAS, the disbursements are categorized below & the detail is attached:

Pending:	
Enterprise Fund: Water 2011	64,840.69
Enterprise Fund: Waste Water 2011	34,640.71
Enterprise Fund Special Process Checks	63,299.91
Total:	162,781.31

NOW, THEREFORE BE IT RESOLVED; that the Town of Menasha Utility District Commission hereby authorizes the above expenditures to be paid by the Finance Department with the exception of \_\_\_\_\_.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2011

*Requested by: Myra R. Piergrossi, Finance Director*  
*Submitted by: Arden Tews, Commission President*

\_\_\_\_\_  
Arden Tews, Commission President

\_\_\_\_\_  
Attest: Karen Backman, Commission Secretary