



**NEENAH-MENASHA SEWERAGE COMMISSION**

101 Garfield Avenue • Menasha, Wisconsin 54952-3397

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## NOTICE OF PUBLIC HEARING AND MEETING TO FOLLOW

**PLEASE TAKE NOTICE** that the Neenah-Menasha Sewerage Commission (NMSC), will hold a public hearing at the Commission Offices, located at 101 Garfield Avenue, City of Menasha, Winnebago County, Wisconsin at 8:00 AM on Tuesday September 27, 2022 for the purpose of receiving public comment on the 2023 NMSC Budget proposed to be adopted by the NMSC at its meeting to be held immediately after the public hearing on September 27, 2022.

A copy of the proposed 2023 NMSC Budget may be obtained from the offices of the NMSC at 101 Garfield Avenue, Menasha, Wisconsin after September 1st, 2022 from 7:30 a.m. to 4:00 p.m. Monday through Friday excluding holidays.

Dated this 31<sup>st</sup> day of August 2022.

A handwritten signature in black ink, appearing to read 'Paul Much', written over a horizontal line.

Paul Much, Manager  
Neenah-Menasha Sewerage Commission

**NEENAH-MENASHA SEWERAGE COMMISSION**  
**Public Hearing & Regular Meeting**  
**Tuesday September 27, 2022 - 8:00 A.M.**  
**NMSC Offices**  
**101 Garfield Avenue, Menasha WI 54952-3397**

**AGENDA**

**1. ROLL CALL**

**2. PUBLIC HEARING TO RECEIVE COMMENTS ON THE PROPOSED 2023 NMSC BUDGET.**

1. Comments and Discussion on Proposed 2023 NMSC Budget.
2. Motion to adjourn the Public Hearing and reconvene into open session.

**3. PUBLIC FORUM**

**4. APPROVAL OF MINUTES**

- August 23, 2022 Regular Meeting.

**5. CORRESPONDENCE**

**6. OLD BUSINESS**

**7. NEW BUSINESS**

- **Operations, engineering matters** -

**A.** McMahan Associates Report – Update and discussion on the following projects with potential action to be taken based on discussions held:

1. Phosphorus Removal & UV Disinfection Equipment.
2. Plant Digester Boiler Replacement & Air Permitting.
  - a. Change Orders and/or Payment Requests.
3. Preliminary User Charge Rate Study related to Phosphorus Removal & UV Disinfection.

**B.** McMahan Invoices

#927828 phase 08	Boiler Replacement – Construction Phase	\$ 945.15.
#927829	Plant Re-Rate Study	\$ 346.00.

**C.** Sewer Extension Request. Northshore Ridge located in the Village of Harrison, Harrison Utilities.

**D.** 2022-2023 Snow Plowing & Removal Contract – Rathke Services LLC.

**E.** Operating Report for August 2022

1. Operating Report.
2. Equipment and Grounds Report.

- **Budget, finance matters** -

**F.** Accountant's Report for August 2022.

1. Financial Statements.
2. Cash & Investment Report.

**G.** Update on Contract Renewal for the Wastewater Service Agreement between Sonoco/U.S. Paper Mills and the NMSC.

**H.** MCO Invoices.

#28700	October 2022 Contract Operations	\$136,331.67.
#28676	Use of MCO Vehicles - July	\$ 456.24.
#28744	Use of MCO Vehicles – August	\$ 365.30.

- I. Vouchers – Operating and Payroll Vouchers #139482 thru #139532 in the amount of \$311,998.53 for the month of August 2022.
- J. Proposed 2023 NMSC Budget – Discussion on and potential action for approval.
- K. **ENTERTAIN A MOTION TO CONVENE INTO CLOSED SESSION:** Motion to convene into closed session pursuant to Wis. Stats. § 19.85(1)(e) to discuss strategy concerning contract renewal with the Contracted Industrial User and for bargaining reasons which require a closed session to discuss such strategy to best serve the public interest.
  - The Commission estimates it will be in closed session for approximately 20-30 minutes.
  - The Commission will then return to open session and may take further action.
  - 1. Discussion of Item.
  - 2. Motion to adjourn the Closed Session and reconvene into Open Session.
- L. Discussion on and Potential Action(s) to be taken on matters discussed in Closed Session.

**8. ADJOURNMENT.**

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday August 23, 2022

Meeting was called to order by Commission President Youngquist at 8:00 a.m.

**Present:** Commissioners Forrest Bates, Raymond Zielinski, Corey Gordon, Steve Coburn, Dale Youngquist; Manager Paul Much; Accountant Roger Voigt.

**Excused:** Greg Weyenberg, Mark Mommaerts.

**Also Present:** Rob Franck (MCO); Chad Olsen (McMahon); Leo Pisch, Tim Mathys (Sonoco).

### Public Forum

No one in attendance for the Public Forum.

### Minutes

July 26, 2022 Meeting minutes. Motion made and seconded by Commissioners Zielinski/Bates to approve the minutes from the July 26, 2022 Regular Meeting. Motion carried unanimously.

### Correspondence

There was no correspondence to be discussed.

### Old Business

There was no old business to be discussed.

### New Business

#### Operations, Engineering, Planning

McMahon Project Updates:

Phosphorus Removal/UV Disinfection Project – Chad Olsen reported there is no new information to report.

Plant Boiler Digester Replacement and Air Permitting. Chad reported there are a couple punch list items remaining.

Phosphorus Rate Study. Chad reported the draft report was reviewed a couple weeks ago; some pages were updated and are ready to be reviewed.

McMahon Invoices. Commissioners discussed McMahon invoices #927465 phase 08, and invoice #927466 in the amounts of \$286.85 and \$234.00. Motion made and seconded by Commissioners Coburn/Bates to approve payment of invoices #927465 phase 08 and invoice #927466 in the amounts of \$286.85 and \$234.00. Motion carried unanimously.

McMahon Agreement Proposal for As-Needed SCADA & Control Services. Rob Franck discussed the type of work this agreement would cover; Chad Olsen further discussed this work

is currently performed without a formal agreement. They are looking at having an agreement in place and to also transition to another firm to be trained on the NMSC SCADA and controls systems. After discussion, motion made and seconded by Commissioners Zielinski/Bates to accept and approve the McMahon Agreement for Professional Services for As-Needed SCADA and Control Services. Motion carried unanimously.

HACH Filtrax/Phosphax Service Agreement. Rob Franck discussed the renewal service agreement received from HACH for the Filtrax and Phosphax units. After discussion motion made and seconded by Commissioners Bates/Coburn to accept and approve the quotation for the renewal of the HACH Filtrax and Phosphax Service Agreement. Motion carried unanimously.

Operating Report. Manager Much reported the takedown and inspection of the final clarifiers is finishing up; there are no other issues to be reported. Equipment & Grounds Report – Rob Franck reviewed his report and further reported on: grit chamber epoxy coating – coating is in limited supply, will try to complete this year; sodium hypochlorite feed pumps replacement – information received on pumps, need to review; roof replacement – scheduled for July, was originally waiting on materials now it is labor, it is now scheduled for end of September; RAS pumps – delayed until the end of October. After discussion, motion made and seconded by Commissioners Zielinski/Bates to accept the Operations Report and Equipment & Grounds Report. Motion carried unanimously.

#### Budget, Finance, Personnel

Financial Statements. Accountant Voigt reported on the July financial statements; the month of July is reporting an operating fund loss; the year-to-date operations will continue to be monitored more closely to determine if a rate adjustment will be needed. Interest rates on funds in the LGIP have increased again and are now at 1.55%, interest rates for the ICS CDARS have also increased to 1.03%. MCO generated about \$2,400 in additional revenue for the Commission. After discussion, motion made and seconded by Commissioners Coburn/Bates to approve the Accountant's Report for July 2022. Motion carried unanimously.

Update on Sonoco contract renewal. Tim Mathys reported questions were submitted to Manager Much; which were answered. They are now looking further at their options. Manager Much reported meeting with other larger industrial users to discuss future loadings from these industries. Manager Much also indicated we may be looking at a short-term extension of the current agreement with Sonoco.

Motion made and seconded by Commissioners Coburn/Bates to approve for payment MCO invoice #28617 in the amount of \$136,331.67 with payment to be made after September 1, 2022. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Bates to approve Operating and Payroll Vouchers #139431 through #139481 in the amount of \$292,553.76 for the month of July 2022. Motion carried unanimously.

NMSC Draft 2023 Budget. President Youngquist reported meeting with Rob, Paul, and Roger to discuss the first preliminary draft of the 2023 budget and to make any adjustments. Chad Olsen reported further on the line item for engineering fees (Account 514.6); this can be reduced by

\$25,000 in the operations budget and moved to the Depreciation portion of the budget as this would relate to costs that would be capitalized. Further discussion ensued on other budget line items; Rob reported the interceptor maintenance line item will be discussed further with Menasha representatives. After discussion, motion made and seconded by Commissioners Bates/Coburn to approve the draft budget as adjusted and to schedule a Public Hearing on September 27 at 8:00 am to receive comment on the 2023 Proposed Budget immediately prior to the Regular Meeting. Motion carried unanimously.

**Adjournment**

Motion made and seconded by Commissioners Bates/Coburn to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:57 a.m.

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President

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Secretary