

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday October 25, 2022 - 8:00 A.M.

NOTE: Change of meeting location for the Oct. 25 Regular Meeting



Location of meeting will be at:

**McMAHON ASSOCIATES Offices, Team Room
1445 McMahon Drive, Neenah WI 54956**

AGENDA

1. ROLL CALL

2. PUBLIC FORUM

3. 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.

4. APPROVAL OF MINUTES

- September 27, 2022 Regular Meeting and September 27, 2022 Closed Session.

5. CORRESPONDENCE

6. OLD BUSINESS

7. NEW BUSINESS

- Operations, engineering matters -

A. McMahon 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. McMahon Invoices

#928172	As-Needed SCADA & Control Services	\$526.50.
#928173	Preliminary Rate Study	\$819.00.
#928174 phase 08	Boiler Replacement – Construction Phase	\$393.70.
#928175	Plant Re-Rate Study	\$519.00.

C. Sewer Extension Request. 1st Addition to the Homes at Freedom Meadows, located in the City of Neenah.

D. Operating Report for September 2022

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

- **Budget, finance matters** -

- E.** Accountant's Report for September 2022.
1. Financial Statements.
 2. Cash & Investment Report.
- F.** Update on Contract Renewal for the Wastewater Service Agreement between Sonoco/U.S. Paper Mills and the NMSC; with Discussion on and Potential Action(s) to be taken on matters discussed in Closed Session.
- G.** MCO Invoices.
- | | | |
|--------|-----------------------------------|---------------|
| #28783 | November 2022 Contract Operations | \$136,331.67. |
| #28822 | Use of MCO Vehicles - September | \$ 377.65. |
- H.** Vouchers – Operating and Payroll Vouchers #139533 thru #139577 in the amount of \$333,108.23 for the month of September 2022.

8. ADJOURNMENT.

NEENAH-MENASHA SEWERAGE COMMISSION

Public Hearing & Regular Meeting

Tuesday September 27, 2022

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

Present: Commissioners Forrest Bates, Raymond Zielinski, Greg Weyenberg, Mark Mommaerts, Dale Youngquist; Manager Paul Much; Accountant Roger Voigt.

Excused: Corey Gordon.

Also Present: Rob Franck, Randall Much, Pat Bougie (MCO); Chad Olsen (McMahon); Darren Woods (Sonoco).

Public Hearing

Motion made and seconded by Commissioners Zielinski/Bates to open the Public Hearing to receive comment on the proposed 2023 NMSC Budget. Motion carried unanimously. The proposed budget reflects the changes authorized at the August 23 Commission meeting. After discussion, motion made and seconded by Commissioners Bate/Zielinski to close the Public Hearing and return to Regular Open Session. Motion carried unanimously

Public Forum

No one in attendance for the Public Forum.

Minutes

August 23, 2022 Meeting minutes. Motion made and seconded by Commissioners Zielinski/Bates to approve the minutes from the August 23, 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 he is holding the final payment request; 2 items remaining to complete the project.

Commissioner Steve Coburn entered the meeting.

Phosphorus Rate Study. Chad reported we can schedule a meeting to review the final draft.

McMahon Invoices. Commissioners discussed McMahon invoices #927828 phase 08, and invoice #927829 in the amounts of \$945.15 and \$346.00. Motion made and seconded by Commissioners Coburn/Bates to approve payment of invoices #927828 phase 08 and invoice #927829 in the amounts of \$945.15 and \$346.00. Motion carried unanimously.

Sewer Extension Request. Commissioners discussed the sewer extension request for Northshore Ridge located in the Village of Harrison, Harrison Utilities; Manager Much reported all information was submitted and recommends approval. Motion made and seconded by Commissioner Zielinski/Weyenberg to approve the sewer extension request for Northshore Ridge, located in the Village of Harrison, Harrison Utilities. Motion carried unanimously.

2022-2023 Snow Plowing & Removal Agreement. Accountant Voigt reported on the rate increases in the agreement; Rob Franck reported this company is performing well. After discussion, motion made and seconded by Commissioners Bates/Coburn to approve the 2022-2023 Snow Plowing and Removal Agreement with Rathke Services LLC. Motion carried unanimously.

Operating Report. Manager Much reported the plant is operating well; inspection of the final clarifiers is complete. Equipment & Grounds Report – Rob Franck reviewed his report and further reported on: fine screen drive failure; blower #5 repaired and is back online; Northeast mixer drive seal leaking; Digester mixer 2 motor replaced; south grit chamber epoxy coating may be completed next year; service building roof replacement is in progress – flashing is not in stock; clarifier arms painting to be completed next year. 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 August financial statements; Interest rates on funds in the LGIP have increased again and are now at 2.42%, interest rates for the ICS CDARS have also increased to 1.92%. 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 August 2022. Motion carried unanimously.

Update on Sonoco contract renewal. Manager Much reported on the email request from Sonoco for the NMSC to further explore a capital expansion and to also extend the current Service Agreement with Sonoco for one year.

Motion made and seconded by Commissioners Coburn/Bates to approve for payment MCO invoices #28700, #28676, and #28744 in the amounts of \$136,331.67, \$456.24, and \$365.30 with payment to be made after October 1, 2022. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Bates to approve Operating and Payroll Vouchers #139482 through #139532 in the amount of \$311,998.583 for the month of August 2022. Motion carried unanimously.

NMSC Proposed 2023 Budget. Motion made and seconded by Commissioners Coburn/Bates to approve the NMSC Proposed 2023 Budget. Motion carried unanimously on a Roll Call vote.

Motion made and seconded by Commissioners Weyenberg/Bates to convene into Closed Session pursuant to Wisconsin Statutes 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. Motion carried unanimously on a Roll Call vote.

Meeting convened into Closed Session at 8:33 am.

Motion made and seconded by Commissioners Bates/Coburn to adjourn the Closed Session and reconvene into Regular Open Session. Motion carried unanimously.

Meeting reconvened into Regular Open Session at 8:59 am.

Action on items discussed in Closed Session. Commissioners discussed extending the current Service Agreement with Sonoco for 6-months and 12-months; Commissioners also discussed a capital expansion of the treatment plant. After discussion, motion made and seconded by Commissioners Coburn/Bates to extend the Service Agreement Contract with Sonoco for an additional 6-months to 6/30/2023, with an option to include a second 6-month extension; and to authorize McMahon Associates to look at costs to upgrade the treatment plant. Motion carried unanimously on a roll call vote.

Adjournment

Motion made and seconded by Commissioners Coburn/Bates to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:02 a.m.

President

Secretary