

NEENAH-MENASHA SEWERAGE COMMISSION
Regular Meeting & Closed Session
Tuesday, October 22, 2024 – 8:00 A.M.

McMahon Associates
Team Conference Room
1445 McMahon Drive
Neenah (Fox Crossing), WI 54956

AGENDA

1. ROLL CALL

2. CLOSED SESSION – The Commission intends to convene into closed session pursuant to Wis. Stat. 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. During the closed session, the Commission will discuss negotiating position relative to the wastewater contract with Sonoco. (Roll Call Vote Required). The Commission will return to open session following the closed session.

3. APPROVAL OF MINUTES

- September 24, 2024 Public Hearing & Regular Meeting & Closed Session
- September 30, 2024 Special Meeting-Closed Session

4. CORRESPONDENCE

5. OLD BUSINESS

6. 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

B. Operating Report for September 2024

1. Operating Report
2. Equipment and Grounds Report

- **Budget, finance matters** -

C. Accounting Report for September 2024

1. Financial Statements
2. Cash & Investment Report
3. Recommended Reduction in O&M Rates

D. Update and Discussion on Contract Renewal for the Wastewater Service Agreement between Sonoco/U.S. Paper Mills and the NMSC; with Potential Action(s) to be taken on matters discussed

E. MCO Invoices.

#31101	November 2024 Contract Operations	\$ 148,139.58
#31131	Use of MCO Vehicles – September	\$ 438.18

F. Vouchers – Operating and Payroll Vouchers #140694 thru #140736 in the amount of \$376,526.03 for the month of September 2024

7. ADJOURNMENT

NEENAH-MENASHA SEWERAGE COMMISSION

Public Hearing & Regular Meeting

Tuesday September 24, 2024

Meeting was called to order by Commission President Youngquist at 8:02 a.m.

Present: Commissioners Brandon Barlow, Steve Coburn, Corey Gordon, Greg Weyenberg, Dale Youngquist, Raymond Zielinski; Manager Paul Much; Accounting Clerk Melissa Starr.

Also Present: Rob Franck (MCO), Nick Krueger (Sonoco), Chad Olsen (McMahon);
Vanessa Wishart (Stafford Rosenbaum, Virtual)

Public Hearing

Motion made and seconded by Commissioners Coburn/Zielinski to open the Public Hearing to receive comment on the proposed 2025 NMSC Budget. Motion carried unanimously. The proposed budget reflects the change made to internally borrow funds for engineering fees associated with a plant expansion, if necessary. After discussion, motion made and seconded by Commissioners Gordon/Weyenberg to close the Public Hearing and return to Regular Open Session. Motion carried unanimously. Public Hearing closed at 8:06 am.

Public Forum

No one in attendance for the Public Forum.

Closed Session

Motion made and seconded by Commissioners Barlow/Coburn to convene into Closed Session pursuant to Wis. Stat. 19.85(1)(e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. During the closed session, the Commission will discuss negotiating position relative to the wastewater contract with Sonoco. Motion carried on a Roll Call vote. Meeting convened into Closed Session at 8:11 am.

After discussion, motion made/seconded by Commissioners Weyenberg/Coburn to adjourn the Closed Session and reconvene into Regular Open Session. Motion carried unanimously.

Meeting reconvened into Regular Open Session at 9:07 am. A short break was taken, and the meeting resumed at 9:17 am.

Present: Commissioners Brandon Barlow, Steve Coburn, Corey Gordon, Anthony Mach (virtual), Greg Weyenberg, Dale Youngquist, Raymond Zielinski; Manager Paul Much; Accounting Clerk Melissa Starr.

Also Present: Rob Franck (MCO); Nick Krueger (Sonoco); Chad Olsen (McMahon);
Vanessa Wishart (Stafford Rosenbaum, Virtual)

Minutes

Meeting minutes. Motion made and seconded by Commissioners Zielinski/Gordon to approve the minutes from the August 27, 2024 Regular Meeting and Closed Session. 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 Associates Report:

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

Operating Report: Manager Much reported the plant loadings are getting back to normal. The anaerobic digester was producing acid, so sodium bicarbonate has been increased to reduce acidity.

Equipment & Grounds Report: Rob Franck reviewed his report and provided further details on: The final RAS suction valve has been replaced, so all suction line valves have now been replaced. Based on this year's weather, the high flow procedures have been reviewed and updated. The SW Digester cleaning summary is complete. Current and future projects include: sludge storage building lighting; 15 of the 35 lights do not work, a boom lift will be rented when building is empty, and lights will be moved accordingly. Screw pump assessments will be scheduled with Crane Engineering and Lee's Contracting. GBT polymer system rehab/replacement should be completed by end of year, and will work to coordinate schedules for startup once complete. After discussion, motion made and seconded by Commissioners Zielinski/Weyenberg to accept the Operations Report and Equipment & Grounds Report. Motion carried unanimously.

Budget, Finance, Personnel

Financial Statements: Accounting Clerk Starr reported on the August financial statements; MCO generated \$3,014.98 in additional revenue for the Commission. Clerk Starr shared that she will have a recommendation for an O&M rate adjustment for the next meeting. After discussion, motion made and seconded by Commissioners Coburn/Zielinski to approve the Accounting Report for August 2024. Motion carried unanimously.

Update on Sonoco Contract Renewal: Manager Much reported there is no new information to report at this time.

MCO Invoices: Motion made and seconded by Commissioners Coburn/Weyenberg to approve for payment MCO invoices #31015 in the amount of \$148,139.58, and #31056 in the amount of \$509.60, with payment to be made after October 1, 2024. Motion carried unanimously.

Vouchers: Motion made and seconded by Commissioners Coburn/Weyenberg to approve Operating and Payroll Vouchers #140652 through #140693 in the amount of \$310,844.77 for the month of August 2024. Motion carried unanimously.

NMSC Proposed 2025 Budget: President Youngquist asked if there were any questions or comments on the proposed 2025 budget. Hearing none, a motion was made and seconded by Commissioners Coburn/Zielinski to approve the NMSC Proposed 2025 budget. Motion carried unanimously on a Roll Call vote.

Adjournment

Motion made and seconded by Commissioners Coburn/Weyenberg to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:35 a.m.

President

Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Special Meeting – Closed Session

Monday, September 30, 2024

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

Motion made and seconded by Commissioners Coburn/Zielinski to convene into Closed Session pursuant to Wisconsin Statutes 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. During the closed session, the Commission will discuss negotiating position relative to the wastewater contract with Sonoco. Motion carried with 6 votes in favor, and 0 against, 1 absent on a Roll Call vote.

Present: Commissioners Brandon Barlow, Steve Coburn, Anthony Mach, Greg Weyenberg, Dale Youngquist, Raymond Zielinski; Manager Paul Much; Accounting Clerk Melissa Starr

Excused: Commissioner Corey Gordon

Also Present: Chad Olsen (McMahon); Vanessa Wishart (Virtual, Stafford Rosenbaum)

Commissioners and Attorney Wishart discussed the current status of the Sonoco wastewater contract extension and possible action steps to be taken. Discussion followed.

After discussion, motion made and seconded by Commissioners Coburn/Zielinski to adjourn the Closed Session and reconvene into Open Session. Motion carried unanimously.

Meeting reconvened into Open Session at 8:58 a.m.

Action on items discussed in Closed Session. Motion made and seconded by Commissioners Weyenberg/Mach to proceed with Attorney Wishart drafting a contract extension to December 31, 2025 including the details discussed in Closed Session regarding monthly updates on progress, as well as providing an updated process schematic, description, and timetable by March 31, 2025. Motion carried unanimously.

Operations Update. Manager Much reported the digester was having foaming issues when coming back online which prompted 24-hour coverage over the weekend. Staff will continue to monitor the progress, but the foaming appears to be under control now.

Adjournment

Motion made and seconded by Commissioners Coburn/Weyenberg to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:07 a.m.

President

Secretary