

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday January 23, 2024 - 8:00 A.M.

101 Garfield Avenue, Menasha WI 54952

AGENDA

1. ROLL CALL

2. APPROVAL OF MINUTES

- December 19, 2023 Regular Meeting & Closed Sessions.
- January 5, 2024 Special Meeting

3. CORRESPONDENCE

4. OLD BUSINESS

5. 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.

B. McMahan Invoices

#933510	Plant Re-Rate Study	\$1,488.00.
#933511	As-Needed SCADA and Control Services	\$ 318.95.
#933512	Biosolids Management	\$ 465.00.
#933513	Biosolids Storage Building	\$ 56.50.

C. Operating Report for December 2023

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

- **Budget, finance matters** -

D. Accounting Report for December 2023.

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

E. 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.

F. MCO Invoices.

#30264	Use of MCO Vehicles – November	\$ 348.40.
#30323	February 2024 Contract Operations	\$148,139.58.

G. Vouchers – Operating and Payroll Vouchers #140260 thru #140313 in the amount of \$338,241.75 for the month of December 2023.

6. OTHER BUSINESS TO COME BEFORE THE COMMISSION

- A.** Election of Officers– President, Vice-President, Secretary for 2024.
- B.** Appointment of Treasurer for 2024.
- C.** Set meeting dates and times for 2024.

7. ADJOURNMENT.

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday December 19, 2023

Meeting was called to order by Commission President Youngquist at 7:31 a.m.

Closed Session

Motion made and seconded by Commissioners Coburn/Bates 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 real estate matters. Motion carried unanimously on a Roll Call vote. Meeting convened into Closed Session at 7:33 am.

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

Meeting reconvened into Regular Open Session at 8:14 am.

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

Also Present: Rob Franck (MCO); Anthony Mach (Neenah); Chad Olsen (McMahon); Roger Voigt (MCO); Brian Dandoy (McClone)

Public Forum

No one in attendance for the Public Forum.

Minutes

Meeting minutes. Motion made and seconded by Commissioners Zielinski/Bates to approve the minutes from the November 28, 2023 Regular Meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

- A. Email from Paul Much to Marek Potratz. RE: Notice to End Service.
Manager Much emailed to give Marek Potratz formal notice to end service with Gizmo, LLC as of Friday, December 8, 2023. Manager Much explained the contract with FSO Management had been completed, and they will take over biosolids management starting on Monday, December 11, 2023. Manager Much also extended a sincere thank-you from the Commission and staff to Marek Potratz and his family for 35 years of service.
- B. Emails with Clerks for the Cities of Neenah and Menasha, and the Town of Neenah.
RE: 3-year term for appointment as NMSC Commissioner ending on 12/31/2023 for Forest Bates, Corey Gordon, and Steve Coburn.

Manager Much shared that Commissioner Bates will be retiring from the Commission, and Anthony Mach has been appointed in his place for the City of Neenah. Commissioners Coburn and Gordon confirmed they have accepted their reappointments to the Commission for the next three-year term.

NMSC 2024 Property/Liability Insurance Renewal

The NMSC insurance agent, Brian Dandoy, attended the meeting virtually to answer the commissioners' questions regarding the insurance premium increase for the 2024 year. He explained that property insurance went up across the board with limits and rates increasing roughly fifteen percent. President Youngquist asked about the insurance coverage for the biosolids building, and representative Dandoy said he will work with the underwriters to try to reduce the costs, and will follow up with various scenarios. Commissioner Bates asked about getting quotes from other agencies, Mr. Dandoy explained due to the niche market, the only other agency would be the League of Wisconsin Municipalities and the commission had previously not been interested in it. Roger Voigt mentioned the Neenah Fire Department had achieved class A status and Mr. Dandoy said he will look into how that may impact the premium. Mr. Dandoy said he will talk with the underwriters and will follow up with more information. After discussion, motion made and seconded by Commissioners Coburn/Bates to approve the insurance renewal with McClone Agency not to exceed \$104,972 as quoted in the renewal. Motion carried unanimously.

A five-minute break was taken, and Commissioner Coburn was excused from the meeting. Meeting reconvened at 8:49 am.

Closed Session

Motion made and seconded by Commissioners Weyenberg/Bates 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, 0 against, and 1 member absent on a roll call vote. Meeting convened into Closed Session at 8:50 am.

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

Meeting reconvened into Regular Open Session at 9:52 am.

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 update.

McMahon Invoices. Motion made and seconded by Commissioners Bates/Zielinski to approve payment of invoices #933133, Plant Re-Rate Study in the amount of \$1,077.50; and #933134, Building Condition Assessment & Phase 1 ESA in the amount of \$9,853.28. Motion carried unanimously.

McMahon Agreement for Professional Services. Motion made and seconded by Commissioners Bates/Weyenberg to approve the proposal for air emissions inventory and compliance reporting documents for submittal to the WI DNR as outlined in the agreement and not to exceed \$2,500. Motion carried unanimously.

Operating Report. Manager Much provided updates on seeing an elevated number of filaments that grow under higher organic loading conditions and how they are trying to build the bug population to help. Sonoco will be on a scheduled shutdown for four days at the end of December. Loadings tend to drop during the shutdown, so will be watching and working to keep operations balanced. Manager Much reported that grease trap inspections are finishing up and the inspectors have asked the commissioners to notify NMSC if new restaurants open in their areas to help facilitate the inspections process. Manager Much explained that any business that provides food service needs to have their grease trap inspected to ensure proper disposal because grease causes excessive foaming and clogs up the collection system. Someone asked why Neenah's influent Mercury level was so high. Manager Much explained it is most likely a sampling issue because the effluent amount is well below the limit.

Equipment & Grounds Report. Rob Franck reviewed his report and provided additional information on: Hach performed quarterly maintenance visit for Phosphax. The sodium hypochlorite feed pump replacements have been installed and the HIM program was installed and updated. Still waiting on parts for the second pump. Aeration basin 3 air flow meter failed, so a new replacement was ordered. Piping for two new primary sludge sample points is being installed.

President Youngquist asked if there were any questions on the Operating and/or Equipment and Grounds Reports. Hearing none, a motion was made and seconded by Commissioners Zielinski/Bates to accept the Operations Report and Equipment & Grounds Report. Motion carried unanimously.

Budget, Finance, Personnel

Financial Statements. Accounting Clerk Starr reported the matured CD funds have been moved to the LGIP as approved at the last meeting. The November financial statements are reporting a loss in monthly operations. The two months of reduced rates should help the year-to-date income for operations to be reduced or eliminated. Clerk Starr further reported MCO generated about \$2,884 in additional revenue for the Commission. President Youngquist asked if there were any questions on the financial statements. Hearing none, a motion was made and seconded by Commissioners Bates/Barlow to approve the Accounting Report for November 2023. Motion carried unanimously.

Purchase Agreement for Biosolids Building. President Youngquist asked if there was any further discussion regarding the revised Biosolids Storage Building Purchase Agreement

received from the Potratz's attorney. Hearing none, a motion was made and seconded by Commissioners Bates/Weyenberg to approve the purchase contract and authorize President Youngquist to sign the agreement and issue the \$10,000 escrow check to Amundsen Davis, LLC. Motion carried with 6 votes in favor, 0 against, and 1 member absent on a roll call vote.

Update on Sonoco contract renewal. Commissioners agreed to hold a special, Closed Session meeting on Friday, January 5, 2023 at 8:00 am to review and potentially take action on the letter of intent the attorney will put together based on discussion from the closed session. President Youngquist will contact Darren Woods at Sonoco to share the plan going forward.

MCO Invoices. Motion made and seconded by Commissioners Bates/Zielinski to approve MCO invoice #30230 in the amount of \$148,139.58, and #30248 in the amount of \$523.90 with payment to be made after January 1, 2024. Motion carried unanimously.

Vouchers. Motion made and seconded by Commissioners Bates/Zielinski to approve Operating and Payroll Vouchers #140215 through #140262 in the amount of \$274,004.49 for the month of November 2023. Motion carried unanimously.

Adjournment

Motion made and seconded by Commissioners Bates/Weyenberg to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 10:15 a.m.

President

Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Special Meeting

Friday, January 5, 2024

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

Motion made and seconded by Commissioners Coburn/Weyenberg 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, 0 against, and 1 member absent on a Roll Call vote.

Meeting convened into Closed Session at 8:03 am.

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); Roger Voigt (MCO); Vanessa Wishart (Stafford Rosenbaum LLP).

Attorney Wishart walked through the updates that had been made to the letter of intent based on discussion held at the December meeting. Discussion followed.

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

Meeting reconvened into Open Session at 8:17 am.

Action on items discussed in Closed Session. Motion made and seconded by Commissioners Weyenberg/Coburn to approve the letter of intent with updates based on the discussion held, and have President Youngquist sign and send over to Sonoco. Motion carried unanimously.

Update on snow plowing at storage building. Manager Much shared the need for snow plowing at the storage building. Quotes from a couple of area businesses were included in the packet for review. He then shared with commissioners that he spoke with Marek Potratz about it, and Potratz stated that they will continue to plow the storage building area for this year as long as the NMSC takes over the utilities for the building. Manager Much recommended Potratz's offer due to it being the least expensive option. After discussion, a motion was made and seconded by Commissioners Coburn/Weyenberg to enter into an agreement with Marek Potratz to snow plow the storage building grounds for the 23/24 winter, and the NMSC will take over electric and gas utilities on the building, effective January 2024. Motion carried unanimously.

Adjournment

Motion made and seconded by Commissioners Coburn/Weyenberg to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:27 a.m.

President

Secretary