

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting & Closed Session
Tuesday April 26, 2022 - 8:00 A.M.

MEETING LOCATION – MEETING WILL BE HELD AT:

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

AGENDA

1. ROLL CALL
2. PUBLIC FORUM
3. APPROVAL OF MINUTES
 - March 22, 2022 Regular Meeting.
4. CORRESPONDENCE
5. **CLOSED SESSION – Motion** to convene into closed session pursuant to Wis. Stats. § 19.85(1)(e) Deliberating or negotiating the purchasing of legal services from two law firms being considered to provide legal services to the Commission and competitive and/or bargaining reasons require a closed session. The Commission will return to open session following the closed session and anticipates being in closed session for up to ¾ hour.
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 and Air Permitting.
 3. Preliminary Rate Study related to Phosphorus Removal & UV Disinfection.
 - B. Operating Report for March 2022
 1. Operating Report.
 2. Equipment and Grounds Report.
 - Budget, finance matters -
 - C. Accountant’s Report for March 2022.
 1. Financial Statements.
 2. Cash & Investment Report.
 3. 2021 Financial Audit – To be presented at the May 24, 2022 meeting.
 - D. Update on Contract Renewal for the Wastewater Service Agreement between Sonoco/U.S. Paper Mills and the NMSC.

- E. Security Services – discussion on additional information received.
- F. NMSC Attorney - Discussion on and potential action to be taken to retain legal counsel to represent the Commission.
- G. MCO Invoices.

#28203	May 2022 Contract Operations	\$136,331.67.
#28170	NMSC Use of MCO Vehicles - February	\$ 287.30.
#28288	NMSC Use of MCO Vehicles- March	\$ 284.70.
- H. Vouchers – Operating and Payroll Vouchers #139239 thru #139286 in the amount of \$312,744.67 for the month of March 2022.

8. ADJOURNMENT.

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday March 22, 2022

Meeting was called to order by Commission President Youngquist at 8:05 a.m.

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

Excused: Corey Gordon

Also Present: Rob Franck (MCO); Tony Kappel (McMahon); Kyle Collett, Darren Woods (U.S.Paper/Sonoco).

Public Forum

No one in attendance for the Public Forum.

Minutes

February 22, 2022 Meeting minutes. Motion made and seconded by Commissioners Zielinski/Bates to approve the minutes from the February 22, 2022 Regular Meeting. Motion carried unanimously.

Correspondence

There was no correspondence discussed.

Commission Attorney

Due to technical issues, the Commission was not able to connect remotely with a potential Commission Attorney candidate for discussing the role of the Commission Attorney. This will be rescheduled for the next Commission monthly meeting.

Old Business

No Old Business to be discussed.

New Business

Operations, Engineering, Planning

McMahon Project Updates:

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

Plant Boiler Digester Replacement and Air Permitting. Tony reported the change order for raising the stack height has been executed; there is a long lead time for being able to complete this portion. Currently there is one biogas boiler operating.

Phosphorus Rate Study. Tony reported it is being worked on; there is a meeting scheduled on the 25th with Chad Olsen, Paul Much, and President Youngquist to review the information.

McMahon Invoices. Commissioners discussed McMahon invoice #925825 and invoice #925826 in the amounts of \$312.00 and \$3,430.00. Motion made and seconded by Commissioners Coburn/Bates to approve payment of invoice #925825 and invoice #925826 in the amounts of \$312.00 and \$3,430.00. Motion carried unanimously.

August Winter & Sons, Inc. 3-Year Planned Maintenance Agreement. Rob Franck discussed the boilers and the purpose for the proposed 3-year maintenance agreement received along with the maintenance and technical services that would be provided. The maintenance services would be on the four newly installed boilers and the two current Patterson-Kelly boilers. It was questioned if MCO could perform these services; Rob indicated the technical aspects are beyond the capabilities of MCO. After discussion motion made and seconded by Commissioners Coburn/Weyenberg to accept the 3-year quote from August Winter & Sons, Inc. for the Optimum Maintenance Agreement with semi-annual payments of \$5,427.00. Motion carried unanimously.

Grease Interceptor (grease trap) Variance Request. Manager Much discussed the situation with a new restaurant coming to downtown Menasha needing a grease interceptor; they are unable to install an exterior unit as required by the NMSC ordinance. They are requesting a variance to install an interior grease interceptor. After discussion, motion made and seconded by Commissioners Bates/Zielinski to approve the variance request from the Rusted Roost LLC restaurant for the installation of an interior grease interceptor located at 192 Main Street Menasha. Motion carried unanimously.

Operating Report. Manager Much reported the plant is operating well: he further discussed the PFAS code that will be coming and the proposed limits. Equipment & Grounds Report – Rob Franck further reported on: fine screen grinder plugged with rags, the grinder needed to be removed to unplug the unit; training on the new boilers was performed; 5 cells for the Microclor unit were ordered, prices have increased from initial estimates, Chad Olsen reran the cost comparison for rebuilding the unit verses trucked in sodium hypochlorite – the cost for delivered sodium hypochlorite doubled since the initial comparison was performed and maintaining the current Microclor system was recommended as the most feasible option; a plastic protective shield on a radiator is cracking and needs replacing. After discussion, motion made and seconded by Commissioners Bates/Zielinski to accept the operations report. Motion carried unanimously.

Budget, Finance, Personnel

Financial Statements. Accountant Voigt reported on the February financial statements; the month of February is reporting an operating fund loss with the reduced flow and loadings normally seen; interest rates on investments have not changed for the month; the Commission was informed on the issues trying to reach someone at AT&T to discuss our phone service; MCO generated about \$2,300 in additional revenue for the Commission. Commissioner Bates questioned when we could expect to see rates increase with the increases seen from the Federal Reserve; Accountant Voigt discussed the differences between the local banks and the Local Government Invest Pool on when they typically provide the rate increases. After discussion,

motion made and seconded by Commissioners Zielinski/Bates to approve the Accountant's Report for February 2021. Motion carried unanimously.

Update on Sonoco contract renewal. Kyle Collett reported they are reviewing the different billing scenarios requested; they are waiting on answers from the DNR regarding setback requirements; starting next week they will be having formal sessions to discuss. Kyle reported he will be leaving Sonoco to work for another local company; Darren Woods is familiar with the contract activity and for the time being will be the contact person.

After Hours Security Services. Rob Franck discussed recent issues with the guard services, some of the history, and the services provided – Allied Barton Security is the firm providing service. The Sewerage Commission controls what wages are paid to the guards that are stationed at the treatment plant; with the current labor market, the hourly wage schedule that was set in 2019 is making it difficult to find and retain individuals to work at our facility; we have four levels of pay with our maximum wage (Level 4) at \$14 per hour. A proposal was sent to Allied Barton inquiring if increasing the maximum pay to \$16 per hour would be beneficial in helping to retain quality staff. Commissioners discussed the hourly rates and the rates being advertised at various businesses; what rates should be considered; how to implement the increases. Motion made and seconded by Commissioners Bates/Zielinski to approve increasing the maximum wage for security guards to \$16 per hour. Motion carried unanimously. The Commission may consider further wage increases upon reviewing and discussing wage comparisons and market conditions.

Motion made and seconded by Commissioners Coburn/Bates to approve for payment MCO invoices #28111 and #28128 in the amounts of \$136,331.67 and \$319.80 with payment to be made after April 1, 2022. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Bates to approve Operating and Payroll Vouchers #139205 through #139238 in the amount of \$299,605.24 for the month of February 2022. Motion carried unanimously.

Commissioners discussed the remote technical issue earlier in the meeting; the phone conference should be rescheduled for the April meeting; the McMahon offices were suggested as a potential site to hold the next Commission meeting. Commissioner Weyenberg reported on his inquiries for a local attorney for the Sewerage Commission.

Manager Much inquired if we should look at options for upgrading the conference room to better handle remote access for meetings; he was instructed to obtain at least two quotes to upgrade the room.

Adjournment

Motion made and seconded by Commissioners Bates/Zielinski to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 10:05 a.m.

President

Secretary