NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday January 25, 2011

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

Present: Commissioners Raymond Zielinski, Dale Youngquist, Gordon Falck, Tim Hamblin, Kathy Bauer, William Helein, William Zelinski; Manager Randall Much, Accountant Roger Voigt.

Also Present: Paul Much, Rob Franck (MCO); Mike Sambs (Waverly); Tom Kispert, Chad Olsen (McMAHON); Loren Steinacher, Michelle Steinacher, Jeff Steinacher (Steinacher Farms).

Minutes of the Regular Meeting and Closed Session of December 28, 2010 were discussed. Motion made by Commissioner Raymond Zielinski, seconded by Commissioner Dale Youngquist to approve the minutes of the Regular Meeting and the minutes of the Closed Session from December 28, 2010. Motion carried unanimously.

Sludge Storage & Spreading. Jeff Steinacher (Steinacher Farms) discussed with the Commission some of the concerns regarding land spreading and building ownership. An aerial map of the area around Greenville was inspected to show the Steinacher property and where a proposed storage building would be located. It was felt an agreement could be structured to have Steinacher Farms own the land with a future availability for the Commission to purchase the land after a couple of years of operations.

Correspondence

The following correspondence was discussed:

A. December 22, 2010 letter from Kristin Sewall, Menasha Deputy City Clerk to Ray Zielinski.
RE: Re-appointment as Commissioner to the NMSC.

B. January 5, 2011 letter from Gerry Novotny, Wisconsin DNR to William Zelinski, NMSC President.
RE: Receipt of plan submittal & request for department approval.

C. January 11, 2011 letter from Dan Olsen, Wisconsin DNR to William Zelinski, NMSC President.
RE: Receipt of Intent to Apply and Priority Evaluation & Ranking forms.

The Commission questioned when the list would be coming out. Tom Kispert reported he thought the list probably comes out in April or May.

D. January 11, 2011 letter from Randall Much, NMSC Manager to James Savinski, Wisconsin DNR.

RE: Response to notice of noncompliance for mercury exceedance of daily max limit.

Manager Much further discussed mercury limits and the testing being performed in the sewer system will be going to a weekly testing to try to obtain better information on where the mercury is coming from. Manager Much also reported the new DNR representative to the Sewerage Commission will be Mark Stanek who is replacing Jim Savinski who has now retired.

Budget, Finance, Personnel

Accountant Voigt presented the financial statements for the month of December 2010. Accountant Voigt reminded the Commissioners the December Financial Statements reflects no income for operations based on the billing adjustment provided to the contract users. After discussion, motion made by Commissioner Raymond Zielinski, seconded by Commissioner Dale Youngquist to accept the financial statements for the month of December and place it on file. Motion carried unanimously.

Accountant Voigt presented MCO Invoices #15175, #15205, and #15201 in the amounts of $121,978.82, $541.85 and $294.92. After discussion, motion made by Commissioner Dale Youngquist, seconded by Commissioner Raymond Zielinski to approve for payment MCO Invoices #15175, #15205, and #15201 and to pay the invoices after February 1, 2011. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of December. Accountant Voigt reported on the reinvestment of maturing CDARS. MCO generated $7,833 in income to the Commission in December. After discussion of the Accountants Report; motion by Commissioner Dale Youngquist, seconded by Commissioner Raymond Zielinski to accept the Accountants Report for the month of December 2010. Motion carried unanimously.

Attorney John Thiel entered the meeting.

Accountant Voigt presented for payment McMAHON invoices #43646 and #43680 in the amounts of $9,166.50 and $2,352.00. After discussion, motion made by Commissioner Dale Youngquist, seconded by Commissioner Tim Hamblin to approve for payment invoices #43646 and #43680. Motion carried unanimously.

Operations, Engineering, Planning

Manager Much presented and discussed the operating report for the month of December 2010. The cold weather is causing some problems in using the biogas in the digester. The digester needs to be supplemented with natural gas. This issue will be discussed with staff later this week. The chlorine generation unit normally produces at 0.8% solution; it is currently producing at 0.4%. Systems are being looked at to replace the current unit. The search has been narrowed down to 3 – 4 systems that cost $200,000 - $300,000. The next step is to talk directly with people who operate these systems to get their real experiences. After discussion, motion made by Commissioner Dale Youngquist, seconded by Commissioner Tim Hamblin to accept the operating report for the month of December 2010. Motion carried unanimously.

Facility Plan. Tom Kispert reported the clean water fund application was sent to the DNR; East Central Regional Planning Commission has the facility plan and is reviewing; will be meeting with staff on Friday (1/28) to discuss the boiler and chlorination system; in addition, on Friday they will also discuss the equipment being replaced.

Controls. We are using the firm of Automation Direct to assist.

GIS. A kick-off meeting was last week. Information was gathered to begin the basic design. The next meeting will be to look at a demonstration; we will use the chlorine system as first item to input and to use as a template.

Old Business

Interceptor ownership. Manager Much reported that he has no new information to report at this time.

Biosolids Management. Chad Olsen reported a meeting was held with the owner of the land located in the Town of Clayton. The property owner expressed an interest in selling the land. Chad also reported on a meeting with the Green Bay MSD. We received a generic terms and conditions from them. We are hoping to receive costs or breakdown of cost; we still have only received a price range of where the costs might be.

Motion made by Commissioner Dale Youngquist, seconded by Commissioner Raymond Zielinski to convene into closed session pursuant to Wis. Stats. § 19.85(1)(g) to confer and review written and/or oral legal advice by legal counsel to the Commission as to litigation strategy and status of matters concerning the lawsuit(s) commonly referred to as the Fox River litigation and the Town of Neenah Sanitary #2 lawsuit and pursuant to Wis. Stats. § 19.85(1)(e) to discuss contracts affecting portions of the sewerage treatment process which involves the investment and spending of public funds and competitive and bargaining reasons require a closed session to discuss contract clauses to be submitted to vendors to best serve the public interest. Motion carried unanimously by Commissioners Raymond Zielinski, Dale Youngquist, Gordon Falck, Tim Hamblin, Kathy Bauer, William Helein. Meeting convened into closed session at 9:14 am.

After discussions, motion made by Commissioner Dale Youngquist, seconded by Commissioner Tim Hamblin to adjourn the closed session and return in regular open session. Motion carried unanimously by Commissioners Raymond Zielinski, Dale Youngquist, Gordon Falck, Tim Hamblin, Kathy Bauer, William Helein. The Commission returned to Regular open session at 10:04 am.

Election of Officers

Motion made by Commissioner Dale Youngquist, seconded by Commissioner William Helein to re-appoint William Zelinski as Commission President. Discussion followed, after discussion Commissioner William Helein withdrew his second, Commissioner Dale Youngquist withdrew his motion. Motion made by Commissioner Dale Youngquist, seconded by Commissioner Gordon Falck to re-elect the current slate of officers. Motion carried unanimously. The officers are:

President – William Zelinski, Vice President – Raymond Zielinski, Secretary/Treasurer – Kathy Bauer.

Vouchers

Motion made by Commissioner Raymond Zielinski, seconded by Commissioner Dale Youngquist to approve operating and payroll fund vouchers #132063 through #132139 in the amount of $374,786.61 for the month of December. Motion carried unanimously.

Motion made by Commissioner Raymond Zielinski, seconded by Commissioner Dale Youngquist to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 10:15 a.m.

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President Secretary

THE NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY FEBRUARY 22ND 2011.