NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Wednesday January 8, 2014

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

Present: Commissioners Mike Sambs, Steve Coburn, Jim Gunz, Raymond Zielinski, Dale Youngquist; Manager Randall Much, Accountant Roger Voigt.

Excused: Commissioners Kathy Bauer, Tim Hamblin.

Also Present: Tom Kispert (McMAHON); Rob Franck, Paul Much, Thomas Lamers (MCO).

December 17, 2013 Meeting minutes: Motion by Commissioner Zielinski, second by Commissioner Gunz to approve the minutes from the December 17, 2013 Regular Meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

December 17, 2013 letter from Menasha Deputy City Clerk Sue Strauss to Ray Zielinski.
RE: Reappointment as Commissioner to the NMSC for a 3-year term.

December 24, 2013 letter from Town of Neenah Clerk/Treasurer Ellen Skerke to Steve Coburn.
RE: Appointment as Commissioner to the NMSC to fill the unexpired term of Gordon Falck.

December 30, 2013 letter from Attorney Kevin Lyons, Davis & Kuelthau to Attorney John Thiel.
RE: Return of overpayment by the NMSC to Davis & Kuelthau.

January 2, 2014 letter from Aaron Heintz, Wisconsin Dept. of Administration to Kathy Bauer, NMSC.
RE: NMSC required to file 2013 Federal Single Audit Report.

Old Business

Evaluation of NMSC metering stations. Manager Much reported there is no new information to report.

Industrial Contract with Sonoco/U.S. Paper Mills. Manager Much reported there is no new information to report.

New Business

Operations, Engineering, Planning

Phosphorus Removal – Tom Kispert reported the written report for the ACTIFLO Pilot Study was received yesterday; January 7. Chad Olsen will be at the next meeting to discuss the results.

Construction Progress Update. Tom Kispert reminded the Commission that the substantial completion date was December 31st; there is a 36-page punch list of items to complete. Manuals and forms are being collected; costs are being incurred by the Commission since these items are not complete. The additional costs are being tracked for deduction from the contractor. Commissioner Gunz questioned if the Commission will be billed for the extra time and then we will recoup these costs from the contractor; Tom indicated yes, as a deduction to the contract amount. Tom also reported the contractor has been aware of this for several months. Tom reviewed his memo on the progress and status of the plant modifications.

After further discussion on the ongoing work, motion by Commissioner Gunz, second by Commissioner Zielinski to approve change order #34 for a contract increase of $24,435.00 with August Winter & Sons, Inc. for plant modifications. Motion carried unanimously. Tom further reported on proposals that are currently pending for change orders.

Tom Kispert reported a technician from HSI is scheduled to be at the treatment plant sometime between January 15 - 17. Two quotes have been received to replace the blowers; the quotes received were based on the original scope for the project. The quote from Hoffman is for 5 blowers at a cost of $925,000, plus installation; the quote from ABS is for 4 blowers at a cost of $830,000, plus installation. There is potential for deductions on the quotes if piping and equipment currently installed can be used; more information will be known by the next meeting.

Commissioner Sambs questioned the status of the project costs; Tom responded the project cost is on target from the original estimates.

Manager Much discussed the proposed new local metal limits for the pretreatment program. The local limits are being increased. The DNR has reviewed the changes; they also published the changes and held a public hearing on the changes. The NMSC will need to amend the current ordinance (NMSC Ordinance 94-1) to implement these changes. Each of the contracting municipalities will also need to amend their pretreatment ordinances with the same wording. We will plan to have the amendment approved at the next meeting. Commissioner Zielinski questioned if there is a timetable that needs to be met; Manager Much indicated there is not.

Budget, Finance, Personnel

Motion by Commissioner Gunz, second by Commissioner Zielinski to approve Operating and Payroll Vouchers #134144 thru #134189 in the amount of $301,863.52, and Construction Vouchers #222 thru #223 in the amount of $1,909,643.38 for the month of December 2013. Motion carried unanimously.

Other Matters

2014 Meeting Dates. Commissioners reviewed the 2014 calendar for meeting dates. It was the consensus to hold the meetings on the 4th Tuesday of each month from January through November and the December meeting will be held on the 3rd Tuesday (December 16, 2014).

Election of Officers. Motion by Commissioner Gunz, second by Commissioner Sambs to maintain the officers of President, Vice-President, and Secretary by acclamation. Motion carried unanimously. President Youngquist appointed Commissioner Bauer as Treasurer. Motion by

Commissioner Gunz, second by Commissioner Sambs to accept the appointment of Commissioner Bauer as Treasurer. Motion carried unanimously. The officers for the next 12 months are: President – Dale Youngquist, Vice-President – Raymond Zielinski, Secretary/Treasurer – Kathy Bauer.

Motion made by Commissioner Gunz, seconded by Commissioner Sambs to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:42 a.m.

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President Secretary