NEENAH-MENASHA SEWERAGE COMMISSION

Public Hearing & Regular Meeting

Tuesday September 22, 2015

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

Present: Commissioners Mike Sambs, Raymond Zielinski, Steve Coburn, Tim Hamblin, Kathy Bauer, Dale Youngquist; Manager Randall Much, Attorney John Thiel, Accountant Roger Voigt.

Also Present: Tom Kispert (McMAHON); Rob Franck, Paul Much (MCO), Troy Huebner (U.S. Paper Mills).

Motion by Commissioner Hamblin, second by Commissioner Zielinski to open the Public Hearing. Motion carried unanimously.

Public Hearing: Accountant Voigt reported the estimated loadings used for calculating the budget income from the contract users is based on a three year average. U.S. Paper Mills portion of the loadings used to calculate the budget may be higher than what will actually be received; they have made modifications to their sampling station for more accurate data and have also made internal plant efficiencies to reduce the amount of loadings discharged into the sewer system. After discussion, motion by Commissioner Zielinski second by Commissioner Hamblin to close the Public Hearing. Motion carried unanimously.

Public Forum. No one in attendance for public forum.

August 25, 2015 Regular Meeting minutes: Motion by Commissioner Zielinski, second by Commissioner Coburn to approve the minutes from the August 25, 2015 Regular Meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

August 25, 2015 email from Jim Gunz to Neenah Mayor Dean Kaufert.
RE: Jim Gunz resignation from the Neenah-Menasha Sewerage Commission.

August 231, 2015 letter from Taryn Nall, Kaempfer & Assoc. to Randall Much, NMSC.
RE: U.S. Paper Mills monitoring station improvements.

September 14, 2015 DNR response to the NMSC Compliance Maintenance Annual Report (CMAR).
RE: Excellent score, thanked for strong record of compliance.

September 14, 2015 Memorandum from Menasha Attorney Pamela Captain.
RE: Parliamentary Procedure Seminar to be held on October 19, 2015.
Commissioners Zielinski and Bauer indicated they would like to attend; Accountant Voigt indicated he will attend. Reservations will be made for these individuals to attend.

Old Business

Ordinance-Contract Change. No new information to report at this time.

Motion by Commissioner Zielinski second by Commissioner Hamblin 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 Fox River litigation. Motion carried unanimously on roll call vote by Commissioners Sambs, Zielinski, Coburn, Bauer, Hamblin, Youngquist. Meeting convened into Closed Session at 8:10 am.

Motion by Commissioner Coburn second by Commissioner Zielinski to adjourn the Closed Session and reconvene into Regular Open Session. Motion carried unanimously on roll call vote by Commissioners Sambs, Zielinski, Coburn, Hamblin, Bauer, Youngquist. Meeting reconvened into Regular Open Session at 8:30 am.

Attorney Thiel excused from the meeting.

New Business

Operations, Engineering, Planning

HSI Blower Status Update. Rob Franck reported one blower has been having alarms in the past week or so and is currently not running; he is expecting service to be here in a day or two to look at the blower. Rob is questioning who is responsible for the cost of maintenance items that Atlas Copco need to perform; the Commission has not yet accepted the units. Rob will send a letter requesting Atlas Copco to perform the required maintenance items.

Phosphorus Analyzer – Rob Franck reported on the two units; the unit installed on the final clarifier was started first two weeks ago, the unit installed in the primary channel was started last week. HACH is monitoring the units remotely to fine tune them for optimal performance.

Tom Kispert reported on the electronic communication of flow data from remote sites; the project is complete. This item can be removed from future agenda's.

Tom Kispert reported on the status of the iReportPlus Reporting Software to replace the current OPS32 software; this program is still being tweaked due to some software issues.

Tom Kispert discussed the aeration basin air flow meters and the quotes received for the purchase and installation of air flow straighteners. The quotes received and discussed at the August meeting were: August Winter & Sons quote for installation is $1,000 per tank, or $9,000 total; Fluid Components International provided a quote of $28,026 for the air flow straighteners and the recalibration of the current meters. Tom contacted Fluid Components International regarding the calibration; the difference in pipe size does not require recalibration, it is due to the installation of the flow straightener. The data was independently verified by HSI. Commissioners further discussed the need; it is to provide more accurate air flow readings for blower operation. After discussion, motion by Commissioner Coburn second by Commissioner Sambs to accept the

bids from Fluid Components International, Heartland, and August Winter & Sons for the purchase of the air straighteners, recalibration of the current air flow meters, and installation of the units. Motion carried unanimously.

McMahon Invoices. Motion by Commissioner Hamblin second by Commissioner Zielinski to approve for payment McMahon invoice #44309 in the amount of $2,937.50. Motion carried unanimously.

91 Madison Street. President Youngquist reported the house at 91 Madison Street is a well maintained little house. The Housing Partnership of the Fox Valley would be interested in being able to remove useable items from the house prior to demolition. After discussion, motion by Commissioner Coburn second by Commissioner Sambs to work with the Housing Partnership of the Fox Valley for removal of useable items prior to demolition and to allow them to also work with Habitat for Humanity as needed. Motion carried unanimously.

Manager Much discussed the Operating Report for the month of August 2015. The plant is operating well, loadings are within limits. Rob Franck and Tom Kispert discussed items on the list of new equipment issues. Manager Much questioned the status of aeration basin #6; Sanitaire has no idea why we are having the issues, they are suggesting we use low pressure membranes in that tank. Manager Much questioned the next step; Tom questioned if we allow Sanitaire to install the membranes. Further discussion ensued on this item. Rob Franck discussed the status of current projects. Quotes were received for using aluminum on the Digester building roof walkway; we are still waiting on information if a counter weight will be needed. The quotes for the walkway are $22,500 using stainless steel and $26,000 using aluminum, plus the cost for a counter weight if needed. The cost of the counter weight is estimated at $800. Commissioner Coburn suggested approving the project now with a cost not to exceed amount in the motion to allow this project to be completed before winter. After discussion, motion by Commissioner Hamblin second by Commissioner Zielinski to proceed with the Digester Building Roof walkway project at a cost not to exceed $30,000. Motion carried unanimously. After discussion, motion by Commissioner Zielinski second by Commissioner Coburn to approve the operating report for the month of August 2015. Motion carried unanimously.

Budget, Finance, Personnel

Proposed 2016 NMSC Budget. Motion by Commissioner Coburn second by Commissioner Zielinski to approve the Proposed 2016 NMSC Budget as presented. After discussion, motion carried unanimously.

After hours security. Accountant Voigt presented and Commissioners discussed the quotes received for after hour security services. After discussion motion by Commissioner Sambs second by Commissioner Coburn to accept the quote received from Allied Barton Security Services. Motion carried unanimously.

Accountant Voigt discussed the financial statements and the cash & investment report for the month of August 2015. The billings being issued are now slightly more than the budget. MCO generated $2,300 in income to the Commission. On September 27 the CD with Community First Credit Union will mature; renewal rates will be reviewed to keep the funds with them. Accountant

Voigt reported he was contacted by Ademino & Associates requesting to quote for our insurance business; after discussion it was decided to wait another year to discuss receiving competing quotes from insurance agencies for the Commission property and liability insurances. After discussion, motion by Commissioner Zielinski, second by Commissioner Sambs to accept the Accountant's Report for the month of August 2015. Motion carried unanimously.

Motion by Commissioner Zielinski, second by Commissioner Sambs to approve for payment MCO invoices #19637 and #19684 in the amounts of $123,501.42, $423.20 with payment to be made after October 1, 2015. Motion carried unanimously.

Motion by Commissioner Zielinski, second by Commissioner Coburn to approve Operating and Payroll Vouchers #135182 through #135230 in the amount of $260,718.50 for the month of August 2015. Motion carried unanimously.

Motion made by Commissioner Coburn, seconded by Commissioner Hamblin to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:52 a.m.

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President Secretary