

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday, January 23, 1996

Meeting called to order by Commission President Zelinski at 4:00PM.

Present: Commissioners Cowling, Helein, Jurgenson, Siebers, Zelinski, Zielinski; Manager Much; Accountant Voigt; Secretary Wilms

Moved by Commissioner Zielinski, seconded by Commissioner Helein to approve the minutes of the Regular Meeting of December 19, 1995 and place them of file. Motion carried unanimously.

The following correspondence was discussed:

A. Letter to Manager Much from CPC Acquisition Corp.

RE: Assignment of Industrial User Permit No. NMSC 005-3 Issued to Central Products Company by Neenah-Menasha Sewerage Commission

* Moved by Commissioner Helein, seconded by Commissioner Zielinski to approve the assignment of Industrial User Permit No. NMSC 005-3 issued to Central Products Company by the NMSC. Motion carried unanimously.

Budget, Finance, Personnel

Accountant Voigt presented and discussed the Accountants Report for December 1995.

MCO invoice #3714, for February 1996, was presented. Moved by Commissioner Siebers, seconded by Commissioner Cowling to approve and pay MCO invoice #3714, for February 1996, in the amount of \$41,433.69 on February 1, 1996. Motion carried unanimously.

Accountant Voigt presented the MCO payback check in the amount of \$3,705.50 for December lab testing, sampling, telephone use, and equipment rental. The Commission accepted the MCO payback check for December in the amount of \$3,705.50.

Accountant Voigt presented and discussed the Financial Statements for November and December 1995. Moved by Commissioner Gross, seconded by Commissioner Helein to accept the reports and place them on file. Motion carried unanimously.

Accountant Voigt presented and discussed the Investment Report for December 1995.

Operations, Engineering, Planning

Manager Much presented and discussed the Operating Report for December 1995. Moved by Commissioner Jurgenson, seconded by Commissioner Zielinski to accept the report and place it on file. Motion carried unanimously.

Sanitary Sewer Extension Request for B & H Commercial Development, Town of Harrison, Waverly Sanitary District was presented. Moved by Commissioner Gross, seconded by Commissioner Jurgenson to approve the Sanitary Sewer Extension Request for B & H Commercial Development, Town of Harrison, Waverly Sanitary District. Motion carried unanimously.

Request for authorization to purchase diffusers for the aeration system was presented. After some discussion, it was moved by Commissioner Jurgenson, seconded by Commissioner Helein to approve the authorization to purchase the diffusers for the aeration system. Motion carried unanimously on a roll call vote.

Manager Much presented and discussed the possibility of replacing the NMSC pagers with two cellular telephones. After some discussion, it was moved by Commissioner Gross, seconded by Commissioner Siebers to replace the two NMSC pagers with two cellular telephones. Motion carried unanimously.

Manager Much discussed with the Commission an update of the WPPI Contract. It was reported that the NMSC liability insurance carrier (CNA Insurance) and NMSC Attorney Dan Goggin will be reviewing the documentation.

Manager Much discussed and presented the Industrial Monitoring Station Evaluation performed by Donald Voigt, P.E. Senior Project Engineer of McMahon Associates.

Commissioner Zielinski reminded the Commission of the Election of Officer's at the next meeting.

Moved by Commissioner Gross, seconded by Commissioner Siebers to approve the Operating Fund Vouchers #117055 thru #177113 in the amount of \$129,371.09 and Payroll Vouchers #18698 thru #18715 in the amount of \$7,947.65 for the month of December. Motion carried unanimously on a roll call vote.

Moved by Commissioner Siebers, seconded by Commissioner Cowling to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 4:40PM.

President

Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday, February 27, 1996

Meeting called to order by Commission President Zelinski at 4:00PM.

Present: Commissioners Cowling, Helein, Jurgenson, Siebers, Zelinski, Zielinski; Accountant Voigt

Also Present: Mike Konecny (Jonet & Fountain)

Excused: Commissioner Gross, Manager Much, Secretary Wilms

Moved by Commissioner Jurgenson, seconded by Commissioner Cowling to approve the minutes of the Regular Meeting of January 23, 1996 and place them of file. Motion carried unanimously.

The following correspondence was discussed:

- A: Letter to President Zelinski from Mr. John H. Melby, Acting Chief of Municipal Wastewater Section-Bureau of Wastewater Management-State of Wisconsin.
RE: Approval of plans and specifications for a diffused aeration system upgrade at the NMWWTP.
- B. Letter to Commissioner Jurgenson from Jean Moxon, City of Neenah-Clerk.
RE: Reappointment as a Commissioner to the NMSC.
- C. Copy of Common Council Minutes, City of Menasha
RE: Reappointment of Raymond Zielinski as a Commissioner to the NMSC.

No action was taken on the correspondence.

Budget, Finance, Personnel

Mr. Mike Konecny (Jonet & Fountain) presented and discussed the 1995 Annual Financial Report (Audit) and Management letter that were prepared by the NMSC auditors, Jonet & Fountain. After the presentation of the audit, some additional discussion was held concerning a depreciation fund for the NMSC. After the discussion, a motion was made by Commissioner Jurgenson, seconded by Commissioner Zielinski, to accept the audit report and management letter for year end 1995 as presented by Jonet & Fountain. Motion carried unanimously.

Moved by Commissioner Siebers, seconded by Commissioner Jurgenson to proceed with collecting any Receivables Due from the contracting users for year end 1995 Operations/Maintenance as recorded in the 1995 audit report. Motion carried unanimously.

Discussion has held on the 1996 Operations/Maintenance/Replacement rates that are being charged. Accountant Voigt was instructed to update the report showing the history of the rates that have been charged to the contracting users and to have this report by the next Commission meeting.

Accountant Voigt presented and discussed the Accountants Report for January 1996. Moved by Commissioner Jurgenson, seconded by Commissioner Helein to accept the Accountants Report for January 1996 and ordered the report to be placed on file. Motion carried unanimously.

MCO invoice #3734, for March 1996, was presented. Moved by Commissioner Siebers, seconded by Commissioner Zielinski to approve and pay MCO invoice #3734, for March 1996, in the amount of \$45,725.79 on March 1, 1996. Motion carried unanimously.

Accountant Voigt presented McMahon invoice #25581 in the amount of \$216.00 for professional services related to the WPPI Paralleling System. Moved by Commissioner Jurgenson, seconded by Commissioner Helein to approve and pay McMahon invoice #35581 in the amount of \$216.00. Motion carried unanimously.

Discussion was held concerning the status of the contract with WPPI for the paralleling switchgear. It was reported that the Commissions liability insurance carrier has looked at the proposed contract and has suggested two changes to be made in the proposed contract. These suggested changes have been reported to Commission Attorney Dan Goggin and he is now talking to WPPI concerning these changes. It is anticipated that a final contract will be presented to the Commission at the March Commission meeting.

Accountant Voigt presented the MCO payback check in the amount of \$1,581.50 for January lab testing, sampling, telephone use, and equipment rental. The Commission accepted the MCO payback check for January in the amount of \$1,581.50.

Accountant Voigt presented and discussed the Financial Statements for January 1996. Moved by Commissioner Jurgenson, seconded by Commissioner Helein to accept the reports and place them of file. Motion carried unanimously.

Discussion was held on the written request to use the Replacement Fund to proceed with rebuilding the Commission methane gas engine #1 at an estimated cost of approximately \$11,000. This engine currently has about 21,000 hours of use and it is beyond the expected life for this engine. Moved by Commissioner Siebers, seconded by Commissioner Jurgenson to proceed with rebuilding methane gas engine #1. Motion carried unanimously.

Accountant Voigt reported to the Commissioners that its annual payment was made for the Trust Fund Loan. Payments were sent to the Cities of Neenah and Menasha to reimburse them for the loans that were made in the Commissions behalf.

Operations, Engineering, Planning

Accountant Voigt presented and discussed the Operating Report for January 1996. Moved by Commissioner Jurgenson, seconded by Commissioner Zielinski to accept the report and place it on file. Motion carried unanimously.

Commissioners discussed a quote received from Mainline Industrial Distributors for a conveyor belt. The quote was for two different belts. After discussion the Commission requested that another quote should be obtained and presented at the next Commission meeting with additional information as to the purpose of the belts and an explanation for the difference in the two belts.

Discussion was held regarding a request by the City of Seymour to rent a portion of the Commission's sludge storage building. It was decided that further discussion of this subject should be held at the next Commission meeting in March when more information and Manager Much would be available.

Sanitary Sewer Extension Request for Venetian Way, Dickenson Court, City of Neenah was presented. Moved by Commissioner Jurgenson, seconded by Commissioner Helein to approve the Sanitary Sewer Extension Request for Venetian Way, Dickenson Court, City of Neenah, Motion carried unanimously.

Sanitary Sewer Extension Request for Whitetail Meadows, City of Neenah was presented. Moved by Commissioner Jurgenson, seconded by Commissioner Helein to approve the Sanitary Sewer Extension Request for Whitetail Meadows, City of Neenah. Motion carried unanimously.

New Business

Election of Officers. Moved by Commissioner Zielinski, seconded by Commissioner Cowling that the present slate of officers be unanimously re-elected for 1996. Motion carried on an unanimous roll call vote.

Officers for 1996 are: President - William J. Zielinski
Vice President - Dale Siebers
Secretary - John Jurgenson
Treasurer - Robert Gross

Moved by Commissioner Zielinski, seconded by Commissioner Helein to approve the Operating Fund Vouchers #117151 thru #117204 in the amount of \$140,030.96 and Payroll Vouchers #18751 thru #18763 in the amount of \$8,516.57 for the month of January. Motion carried unanimously on a roll call vote. (Please note-there is a break in check number sequences from the end of December 1995 to the beginning of January 1996 in both the operating fund vouchers and the payroll fund vouchers. This is due to Firststar Bank changing the account number on this account effective on January 1, 1996. The Commission needed to reorder new checks and it was estimated what check number would be started on January 1, 1996 with the new account. Firststar Bank fully reimbursed the Commission for the cost to reorder new checks. Operating Fund Vouchers #117114 thru #117150 and Payroll Vouchers #18716 thru #18750 are listed as voided checks.)

Moved by Commissioner Siebers, seconded by Commissioner Zielinski to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 5:15 P.M.

President

Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday, March 26, 1996

Meeting called to order by Commission President Zielinski at 4:00PM.

Present: Commissioners Cowling, Gross, Helein, Jurgenson, Zielinski, Zielinski; Manager Much, Accountant Voigt, Secretary Wilms

Also Present: Mark Buss, Citizen

Excused: Commissioner Siebers

Moved by Commissioner Zielinski, seconded by Commissioner Cowling to approve the minutes of the Regular Meeting of February 27, 1996 and place them on file. Motion carried unanimously.

The following correspondence was discussed:

- A. Letter to Manager Much from Mr. Steven J. Spanbauer, Chairman, Town of Neenah, Sanitary District #1
RE: Town of Neenah Sanitary District #1 - Excessive Infiltration/Inflow
- B. Letter to Manager Much from Mr. John Claypool, Herrling, Clark, Hartzheim & Siddal LTD, Law Offices
RE: Town of Neenah, Sanitary District 1-1, Open Records Request

No Action was taken on the correspondence.

Citizen Mr. Mark Buss was given the floor. Mr. Buss, who resides at 636 Elizabeth Street, Menasha, approached the Commission about his concerns with sewage that is backing up in his basement and his neighbors basements. Mr. Buss wanted to make the Commission aware of this problem and make it known that he has informed the alderman from his district, Mayor Joseph Laux, and the Menasha Public Works Department. Mr. Buss stated that the basements have been backing up since 1990 and has been dealing with this problem with the various councils since 1993. Mr. Buss asked the Commission if there are any recommendations or other avenues that they could give him to solve the sewage backup. The Commission said that the Neenah-Menasha Sewerage Commission does not have jurisdiction over the sewer line and he would have to deal with the City of Menasha's Public Works Department. Commissioner Zielinski recommended Mr. Buss to keep in contact with his alderman. Mr. Buss thanked the Commission for hearing him out with his concerns and stepped off the floor.

Budget, Finance, Personnel

Accountant Voigt presented and discussed the Accountants Report for February 1996. Moved by Commissioner Jurgenson, seconded by Commissioner Zielinski to accept the Accountant Report for February 1996 and ordered the report to be placed on file. Motion carried unanimously.

MCO invoice #3773, for April 1996, was presented. Moved by Commissioner Jurgenson, seconded by Commissioner Cowling to approve and pay MCO invoice #3773, for April 1996, in the amount of \$45,514.19 on April 1, 1996. Motion carried unanimously.

Accountant Voigt presented McMahon invoice #25936 in the amount of \$706.15 for the Aeration System Upgrade Design Phase. Moved by Commissioner Helein, seconded by Commissioner Zielinski to approve and pay McMahon invoice #25936 in the amount of \$706.15. Motion carried unanimously.

Accountant Voigt presented McMahon invoice #26194 in the amount of \$1,915.92 for the Aeration System Upgrade Design Phase. Moved by Commissioner Helein, seconded by Commissioner Zielinski to approve and pay McMahon invoice #26194 in the amount of \$1,915.92. Motion carried unanimously.

Accountant Voigt presented the MCO payback check in the amount of \$1,532.50 for February lab testing, sampling, telephone use, and equipment rental. The Commission accepted the MCO payback check for February in the amount of \$1,532.50.

Accountant Voigt presented and discussed the Financial Statements for February 1996. Moved by Commissioner Jurgenson, seconded by Commissioner Helein to accept the reports and place them on file. Motion carried unanimously.

Accountant Voigt presented the 1st Quarter O/M/R Rates and the proposed 2nd Quarter O/M/R Rates and the report showing the history of the rates that have been charged to the contracting users. Moved by Commissioner Jurgenson, seconded by Commissioner Cowling to approve the 1st Quarter O/M/R Rates and the 2nd Quarter O/M/R Rates as presented. Motion carried unanimously.

Accountant Voigt discussed with the Commission about method of funding for the aeration tank upgrade. After some discussion, the Commission instructed accountant Voigt to set up a depreciation fund for future upgrades such as this.

Operations, Engineering, Planning

Accountant Voigt presented and discussed the Operating Report for February 1996. Moved by Commissioner Jurgenson, seconded by Commissioner Zielinski to accept the report and place it on file. Motion carried unanimously.

Manager Much presented and discussed the digester and comminuter situation, and the possibility of obtaining a proposal for engineering services to investigate the problem. Moved by Commissioner Jurgenson, seconded by Commissioner Zielinski that Manager Much proceed with obtaining a proposal for engineering services to investigate the problem with the digester and comminuter. Motion carried unanimously.

Sanitary Sewer Extension Request for Tayco Road Apartments, City of Menasha, was presented. Moved by Commissioner Gross, seconded by Commissioner Zielinski to approve the Sanitary Sewer Extension Request for Tayco Road Apartments, City of Menasha. Motion carried unanimously.

Manager Much presented and discussed the 1995 Compliance Maintenance Annual Report (CMAR).

Manager Much presented and discussed the NMSC Compliance Maintenance Resolution 96-1. Moved by Commissioner Zielinski, seconded by Commissioner Helein to adapt NMSC Compliance Resolution 96-1. Motion carried unanimously on a roll call vote.

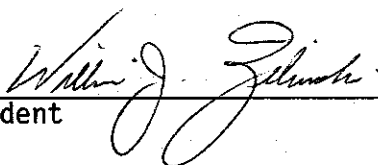
Discussion was held concerning the status of the contract with WPPI for the paralleling switchgear. Manager Much reported the NMSC Attorney Dan Goggin has contacted WPPI and they are working out the details. It is anticipated that a final contract will be presented to the Commission within the next week and a Special Meeting will be called to finalize the contract.

Old Business

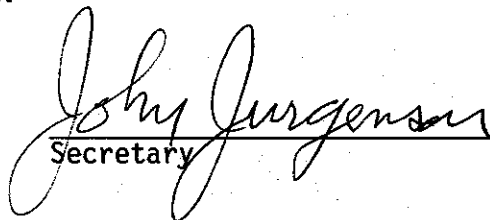
Manager Much discussed with the Commission about the belt quote from the February 27, 1996 meeting. It was decided that maintenance would replace the rollers and if that did not solve the problem, then they would have to look into purchasing a new belt.

Moved by Commissioner Jurgenson, seconded by Commissioner Zielinski to approve the Operating Fund Vouchers #117205 thru #117285 in the amount of \$156,273.42 and Payroll Vouchers #18765 thru #18776 in the amount of \$7,399.80 for the month of February. Motion carried unanimously on a roll call vote.

Moved by Commissioner Zielinski, seconded by Commissioner Helein to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 5:00PM.



 President



 Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday, April 23, 1996

Meeting called to order by Commission President Zielinski at 4:00PM.

Present: Commissioners Cowling, Gross, Jurgenson, Zelinski, Zielinski; Manager Much, Accountant Voigt, Secretary Wilms

Also Present: Dave Rodriguez, Menasha Utilities

Moved by Commissioner Zielinski, seconded by Commissioner Jurgenson to approve the minutes of the Regular Meeting of March 26, 1996 and place them on file. Motion carried unanimously.

The following correspondence was discussed:

- A. Letter to Manager Much from Mr. James Savinski, P.E., WDNR
 RE: NMSC Compliance Maintenance Annual Report (CMAR) for 1995
- B. Letter to Manager Much from Ms. Nanette Jameson, Pretreatment Coordinator, WDNR
 RE: Pretreatment Reconnaissance Inspection Findings Report

No action was taken on the correspondence.

Budget, Finance, Personnel

Accountant Voigt presented and discussed the Accountants Report for March 1996. Moved by Commissioner Jurgenson, seconded by Commissioner Gross to accept the Accountants Report for March 1996 and ordered the report to be placed on file. Motion carried unanimously.

Accountant Voigt presented and discussed the Investment Report for March 31, 1996.

MCO invoice #3814, for May 1996, was presented. Moved by Commissioner Jurgenson, seconded by Commissioner Gross to approve and pay MCO invoice #3814, for May 1996, in the amount of \$45,529.87 on May 1, 1996. Motion carried unanimously.

Accountant Voigt presented McMahon invoice #26433 in the amount of \$288.00 for the WPPI Paralleling System. Moved by Commissioner Cowling, seconded by Commissioner Zielinski to approve and pay McMahon invoice #26433 in the amount of \$288.00. Motion carried unanimously.

Accountant Voigt presented McMahon invoice #26467 in the amount of \$17.00 for the Aeration System Upgrade Design phase. Moved by Commissioner Cowling, seconded by Commissioner Zielinski to approve and pay McMahon invoice #26467 in the amount of \$17.00. Motion carried unanimously.

Accountant Voigt presented the MCO payback check in the amount of \$2,137.00 for March lab testing, sampling, telephone use, and equipment rental. The Commission accepted the MCO payback check for March in the amount of \$2,137.00.

Accountant Voigt presented and discussed the Financial Statements for March 1996. Moved by Commissioner Jurgenson, seconded by Commissioner Gross to accept the reports and place them on file. Motion carried unanimously.

Accountant Voigt discussed with the Commission of setting up a depreciation fund in the budget. After some discussion it was decided to discuss this matter further at the next meeting.

Accountant Voigt discussed with the Commission about the method of funding for the Aeration tank upgrade. After some discussion it was moved by Commissioner Jurgenson, seconded by Commissioner Zielinski for Accountant Voigt to investigate the possibilities of acquiring loans from the bank or the cities. Motion carried unanimously.

Manager Much discussed with the Commission that there would be no need to acquire bids for the aeration system replacement. Moved by Commissioner Zielinski, seconded by Commissioner Cowling to proceed with Lee's Welding for the installation of the aeration system.

Operations, Engineering, Planning

Accountant Voigt presented and discussed the Operating Report for March 1996. Moved by Commissioner Jurgenson, seconded by Commissioner Cowling to accept the report and place it on file. Motion carried unanimously.

Sanitary Sewer Extension Request for Berkshire Estates (Phase II), City of Neenah, was presented. Moved by Commissioner Jurgenson, seconded by Commissioner Gross to approve the Sanitary Sewer Extension Request for Berkshire Estates (Phase II), City of Neenah. Motion carried unanimously.

McMahon Associates Agreement for Professional Services to Evaluate Fine Screens and Two Stage Digestion was presented. Moved by Commissioner Jurgenson, seconded by Commissioner Gross to approve McMahon Associates Agreement for Professional Services to Evaluate Fine Screens and Two Stage Digestion not to exceed \$2,000.00.

McMahon Associates Agreement for Professional Services to install the switchgear for the WPPI Contract was presented. Moved by Commissioner Jurgenson, seconded by Commissioner Gross to

Operations, Engineering, Planning

Manager Much presented and discussed the Operating Report for April 1996. Moved by Commissioner Jurgenson, seconded by Commissioner Cowling to accept the report and place it on file. Motion carried unanimously.

Commissioner Siebers entered the meeting.

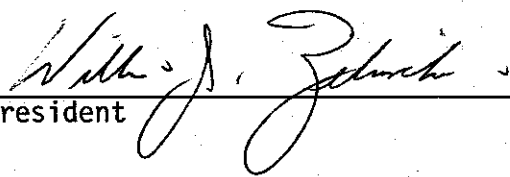
Manager Much discussed with the Commission about setting up a policy for accepting petroleum contaminated groundwater. After some discussion it was decided by the Commission to only consider requests to discharge petroleum contaminated groundwater from the NMSC sewer service area.

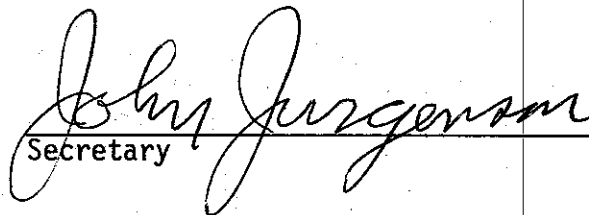
Manager Much discussed with the Commission the Grit Dewatering System. After some discussion it was moved by Commissioner Jurgenson, seconded by Commissioner Helein to obtain Lee's Welding and proceed with the replacement of the Grit Dewatering System. Motion carried unanimously.

Manager Much informed the Commission that the quote for the WPPI Paralleling System will be ready by the next meeting.

Moved by Commissioner Zielinski, seconded by Commissioner Siebers to approve the Operating Fund Vouchers #117356 thru #117422 in the amount of \$139,236.39 and Payroll Vouchers #18787 thru #18803 in the amount of \$8,044.30 for the month of April. Motion carried unanimously on a roll call vote.

Moved by Commissioner Siebers, seconded by commissioner Jurgenson to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 4:40PM.


President


Secretary

NEENAH-MENASHA SEWERAGE COMMISSION**Public Hearing & Regular Meeting**

Tuesday, June 25, 1996

Meeting called to order by Commission President Zielinski at 4:00PM.

Present: Commissioners Cowling, Gross, Helein, Jurgenson, Zielinski, Zielinski; Manager Much; Accountant Voigt, Secretary Wilms

Also Present: Tom Vik, McMahon Associates

Public Hearing was held on the Proposed Rules and Regulations Governing discharge of Petroleum Contaminated Ground Water.

There being no one present for the Public Hearing, it was moved by Commissioner Jurgenson, seconded by Commissioner Zielinski to adjourn the Public Hearing and reconvene in Open Session. Motion carried unanimously.

Moved by Commissioner Jurgenson, seconded by Commissioner Cowling to approve the minutes of the Regular Meeting of May 21, 1996 and place them on file. Motion carried unanimously.

The following correspondence was discussed:

- A. Notice of Public Hearing - City of Menasha
RE: Proposed Final Resolution Authorizing Public Improvements and Levying Special Assessments Against Benefited Property
- B. Letter to Menasha Common Council from Mayor Joe Laux
RE: Seventh Street Sidewalk Construction Project
- C. Letter to Manager Much from Waverly Sanitary District
RE: Commissioner Term Appointment

Moved to Agenda item number 8C.

Tom Vik from McMahon Associates presented and discussed the cost evaluation of fine screens and the Two Stage Thermophilic/Mesophilic Anaerobic Digestion. McMahon Associates, Inc. was retained by the NMSC on April 24, 1996 to estimate the cost of fine screens and conversion of the existing anaerobic digesters to two stage thermophilic/mesophilic digestion. Moved by Commissioner Jurgenson, seconded by Commissioner Gross to go forward with the two fine screens. Motion carried unanimously.

Budget, Finance, Personnel

Accountant Voigt presented and discussed the Accountants Report for May 1996. Moved by Commissioner Jurgenson, seconded by Commissioner Gross to accept the Accountants Report for May 1996 and ordered the report to be placed on file. Motion carried unanimously.

MCO invoice #3906, for July 1996, was presented. Moved by Commissioner Gross, seconded by Commissioner Cowling to approve and pay MCO invoice #3906, for July 1996, in the amount of \$44,557.78 on July 1, 1996. Motion carried unanimously.

200

Accountant Voigt presented the MCO payback check in the amount of \$1,953.50 for May lab testing, sampling, telephone use, and equipment rental. The Commission accepted the MCO payback check for May in the amount of \$1,953.50.

McMahon invoice #26810, for the Aeration System Upgrade Design Phase was presented. Moved by Commissioner Jurgenson, seconded by Commissioner Gross to approve and pay McMahon invoice #26810.


Also Present: Mayor Carpenter and Ted Bauer - City of Neenah, Tom Stoffel - City of Menasha,
Mike Konecny - Jonet & Fountain, Jim Peichl - Maintenance Manager NMSC

Moved to agenda item #3.

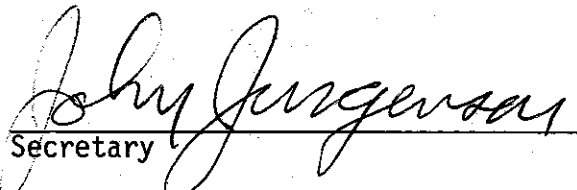
Manager Much presented and discussed the situation of the screw pump bay repairs in the Headworks Building. After some discussion it was moved by Commissioner Siebers, seconded by Commissioner Cowling to acquire Structural Bonding Systems, Inc. to repair the four screw pump bays; 1) delamination repair; 2) anchor bolting; and 3) crack injection. Motion carried unanimously on a roll call vote.

Manager Much began the discussion of establishing a depreciation fund to be included in the 1997 budget. Mayor Carpenter questioned, that being a current user herself, how would the user fee charge affect the inner city compared to the outer city in the future. Mike discussed possible options for the depreciation fund. After a lengthy discussion, Commissioner Siebers asked Accountant Voigt to prepare an example of items that could have been paid from a depreciation fund from the previous three to five years. Commissioner Jurgenson requested Accountant Voigt prepare an analysis of the items that would not be fully funded and what impact would it have on the total budget. Further discussion of the depreciation fund will continue at the Regular Meeting on July 23, 1996.

Moved by Commissioner Siebers, seconded by Commissioner Zielinski to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 5:00 P.M.



President



Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday, July 23, 1996

Meeting called to order by Commission President Zielinski at 4:00PM.

Present: Commissioners Cowling, Gross, Helein, Jurgenson, Siebers, Zielinski, Zielinski;
Manager Much, Accountant Voigt, Secretary Wilms

Also Present: Tom Stoffel - City of Menasha

Moved by Commissioner Jurgenson, seconded by Commissioner Zielinski to approve the minutes of the Public Hearing and Regular Meeting of June 25, 1996 and the Special Meeting of July 16, 1996 and place them on file. Motion carried unanimously.

Budget, Finance, Personnel

Accountant Voigt presented and discussed the depreciation fund that is to be established for the 1997 annual budget. After the discussion it was moved by Commissioner Jurgenson, seconded by Commissioner Siebers to establish the depreciation fund at 40% of the full value (which equals \$135,200/yr). Motion carried unanimously on a roll call vote.

Accountant Voigt presented and discussed the Accountants Report for June 1996. Moved by Commissioner Siebers, seconded by Commissioner Zielinski to accept the Accountants Report for June 1996 and ordered the report to be placed on file. Motion carried unanimously.

Accountant Voigt presented and discussed the quarterly Investment Report. The Commission accepted the report and ordered it to be placed on file.

MCO invoice #3944, for August 1996, was presented. Moved by Commissioner Siebers, seconded by Commissioner Cowling to approve and pay MCO invoice #3944, for June 1996, in the amount of \$44,998.44 on August 1, 1996. Motion carried unanimously.

Accountant Voigt presented the MCO payback check in the amount of \$1,482.00 for June lab testing, sampling, telephone use, and equipment rental. The Commission accepted the MCO payback check for June in the amount of \$1,482.00.

Financial Statements will be presented at the next Commission Meeting.

McMahon invoice #26932, for the Aeration System Upgrade Design Phase was presented. Moved by Commissioner Jurgenson, seconded by Commissioner Zielinski to approve and pay McMahon invoice #26932, for the Aeration System Upgrade Design Phase in the amount of \$97.50. Motion carried unanimously.

Operations, Engineering, Planning

Manager Much presented and discussed the Operating Report for June 1996. Moved by Commissioner Jurgenson, seconded by Commissioner Cowling to accept the report and place it on file. Motion carried unanimously.

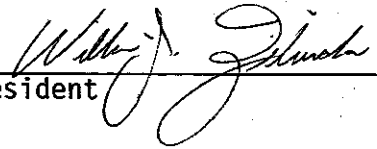
Manager Much informed the Commission that the digesters will be cleaned in 1997 and additional money will have to be added to the 1997 budget for this cost.

New Business

It was moved by Commissioner Jurgenson, seconded by Commissioner Zielinski to move the Regular Meeting of August 27, 1996 to August 20, 1996 in order for Accountant Voigt to keep in line with the budget dead line. Motion carried unanimously.

Moved by Commissioner Siebers, seconded by Commissioner Cowling to approve the Operating Fund Vouchers #117496 thru #117567 in the amount of \$176,907.30 and Payroll Vouchers #18819 thru #18830 in the amount of \$9,246.18 for the month of June. Motion carried unanimously.

Moved by Commissioner Jurgenson, seconded by Commissioner Zielinski to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 5:00 P.M.



President



Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday, August 20, 1996

Meeting called to order by Commission President Zielinski at 4:00PM.

Present: Commissioners Cowling, Gross, Helein, Jurgenson, Zielinski, Zielinski; Manager Much, Accountant Voigt, Secretary Wilms

Moved by Commissioner Cowling, seconded by Commissioner Jurgenson to approve the minutes of the Regular Meeting of July 23, 1996 and place them on file. Motion carried unanimously.

The following correspondence was discussed:

- A. Letter from Manager Much and John Wilke, City Engineer, City of Neenah, to Chuck Van Zeeland, Van Zeeland Discount Tire & Auto.
RE: Remediation at Van Zeeland Discount Tire & Auto, 220 W. Cecil St., Neenah, WI.

No action was taken on the correspondence.

Budget, Finance, Personnel

Manager Much discussed with the Commission budget item number 520.7 - Fox River Coalition. It was brought to the Commission's attention that there could be legal complications concerning the ordinance that does not allow the Commission to collect and contribute to the Fox River Coalition Fund. Moved by Commissioner Zielinski, seconded by Commissioner Jurgenson that Manager Much is to notify Sanitary District #4 explaining to them the situation with the Fox Rive Coalition and follow-up with a letter. Motion carried unanimously.

Commissioner Siebers entered the meeting.

Accountant Voigt presented and discussed the proposed 1997 Budget for the NMSC. After lengthy discussion it was decided to remove the \$70,000 for funding the Fox River Coalition (acct. #520.7-O&M Budget) and to reduce the Capital Budget line item for Two Stage Digestion from \$155,000 to \$55,000. Moved by Commissioner Jurgenson, seconded by Commissioner Zielinski to approve the proposed 1997 Budget as discussed. Motion carried unanimously.

Moved by Commissioner Zielinski, seconded by Commissioner Helein to hold the Public Hearing for the approval of the proposed 1997 Budget on September 17, 1996 at 4:00PM with the Regular Meeting to follow. Motion carried unanimously.

Accountant Voigt presented and discussed the Accountants Report for July 1996. Moved by Commissioner Siebers, seconded by Commissioner Cowling to accept the Accountants Report for July 1996 and ordered the report to be placed on file. Motion carried unanimously.

MCO invoice #3996, for September 1996, was presented. Moved by Commissioner Siebers, seconded by Commissioner Jurgenson to approve and pay MCO invoice #3996, for September 1996, in the amount of \$45,711.06 on September 1, 1996. Motion carried unanimously.

Accountant Voigt presented the MCO payback check in the amount of \$4,530.75 for July lab testing, sampling, telephone use, and equipment rental. The Commission accepted the MCO payback check for July in the amount of \$4,530.75.

Accountant Voigt presented and discussed the Financial Statements for June and July 1996. Moved by Commissioner Jurgenson, seconded by Commissioner Cowling to accept the reports and place them on file. Motion carried unanimously.

Operations, Engineering, Planning

Manager Much presented and discussed the Operating Report for July 1996. Moved by Commissioner Siebers, seconded by Commissioner Helein to accept the report and place it on file. Motion carried unanimously.

Old Business

Commission President Zielinski asked for an update on the installation of the Fine Screens.

Commissioner Siebers asked for an update on the I/I situation.

Moved by Commissioner Jurgenson, seconded by Commissioner Siebers to approve the Operating Fund Vouchers #117568 thru #117628 in the amount of \$150,318.99 and Payroll Vouchers #18831 thru #18850 in the amount of \$9,448.01 for the month of July. Motion carried unanimously on a roll call vote.

Moved by Commissioner Jurgenson, seconded by Commissioner Zielinski to adjourn the meeting. All present voting aye; nays none. Meeting adjourned at 5:20PM.

President

Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Public Hearing & Regular Meeting

Tuesday, September 17, 1996

Meeting called to order by Commission President Zelinski at 4:00 P.M.

Present: Commissioners Cowling, Gross, Helein, Jurgenson, Zelinski, Zielinski; Manager Much, Accountant Voigt, Secretary Wilms

Also Present: Tom Vik (McMahon Associates), Ted Bauer (City of Neenah)

Public Hearing was held on the 1997 NMSC Budget. Ted Bauer suggested to accelerate funds into the newly created depreciation fund to prepare for future use.

Moved by Commissioner Siebers, seconded by Commissioner Helein to adjourn the Public Hearing and reconvene in Open Session. Motion carried unanimously.

Moved by Commissioner Jurgenson, seconded by Commissioner Gross to approve the minutes of the Regular Meeting of August 20, 1996 and place them on file. Motion carried unanimously.

Moved to Agenda item 9. A.

Tom Vik of McMahon Associates discussed with the Commission the options for fine screens. Tom recommended two brands of fine screens (1) Stepper Unit, (2) Parkinson. He stated that these two units are the most appropriate. The Commission directed Tom to set up a tour of other plants that have the same fine screens before the October commission meeting.

The following correspondence was discussed:

- A. Notice of Public Hearing and Meeting to Follow
- B. Letter from DNR to Manager Much
RE: WDNR commitment as financial partner on Fox River restoration
- C. Letter from Manager Much to Menasha Mayor Laux
RE: Sept. 9th meeting to discuss methods for funding coalition efforts
- D. Letter from Manager Much and John Wilke, City Engineer, City of Neenah to Todd Schroeder, Quality State Oil Co.
RE: Remediation at Quality State Oil Company, 700 S. Green Bay Rd., Neenah
- E. Letter from Manager Much to Mr. Tom Baudhuin, Minergy
RE: Receipt of plans for proposed connection to the NMSC interceptor.

No action was taken on the correspondence.

Budget, Finance, Personnel

Moved by Commissioner Siebers, seconded by Commissioner Jurgenson to accept the 1997 NMSC Proposed Budget as prepared by Accountant Voigt. Motion carried unanimously on a roll call vote.

Accountant Voigt presented and discussed the Accountants Report for August 1996. Moved by Commissioner Jurgenson, seconded by Commissioner Zielinski to accept the Accountants Report for August 1996 and ordered the report to be placed on file. Motion carried unanimously.

MCO invoice #4050, for October 1996, was presented. Moved by Commissioner Siebers, seconded by Commissioner Jurgenson to approve and pay MCO invoice #4050, for October 1996, in the amount of \$45,594.73 on October 1, 1996. Motion carried unanimously.

Accountant Voigt presented the MCO payback check in the amount of \$2,517.75 for August lab testing, sampling, telephone use, and equipment rental. The Commission accepted the MCO payback check for August in the amount of \$2,517.75.

Discussion was held on the 1996 4th Quarter Operations/Maintenance/Replacement (O/M/R) rates. After some discussion, it was decided to keep the rates as they are. Moved by Commissioner Siebers, seconded by Commissioner Jurgenson to approve the 1996 4th Quarter O/M/R rates as presented. Motion carried unanimously.

Operations, Engineering, Planning

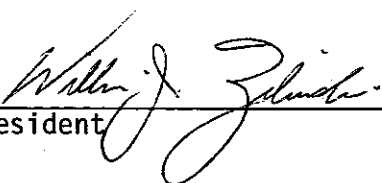
Manager Much presented and discussed the Operating Report for August 1996. Moved by Commissioner Jurgenson, seconded by Commissioner Gross to accept the report and place it on file. Motion carried unanimously.

Sanitary Sewer Extension Request for Elizabeth Court, City of Menasha, was presented. Moved by Commissioner Siebers, seconded by Commissioner Jurgenson to approve the Sanitary Sewer Extension Request for Elizabeth Court, City of Menasha. Motion carried unanimously.

Request for approval to relocate an existing sanitary sewer on Valley Road, Sanitary District #4, City of Appleton. After further discussion, it was decided that since this is a sewer relocation and not an extension NMSC's approval is not required.

Moved by Commissioner Siebers, seconded by Commissioner Jurgenson to approve the Operating Fund Vouchers #117629 thru #117686 in the amount of \$145,860.35 and Payroll Voucher #18850 thru #18878 in the amount of \$8,372.67 for the month of August. Motion carried unanimously.

Moved by Commissioner Zielinski, seconded by Commissioner Siebers to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 4:40 P.M.



President



Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Executive Session

Wednesday, October 9, 1996

The meeting was called to order by President William Zielinski at 4:08 P.M. The following commissioners were in attendance: William Zielinski, Dale Siebers, Ray Zielinski, and George Cowling. The meeting was also attended by the following counsel for the commission: Walter Kuhlmann and Richard J. Delacenserie of the law firm of Boardman, Suhr, Curry, and Field, Madison, and general counsel Daniel R. Goggin, Neenah.

Upon convening, it was moved by Commissioner R. Zielinski, seconded by Commissioner D. Siebers, to conduct the meeting in Executive Session as indicated in the meeting notice, pursuant to the provisions of sec. 19.85(1)(g), for the purpose of discussing impending litigation with legal counsel for the NMSC, and discussing options and strategies which might be adopted by the NMSC regarding such impending litigation. The motion carried unanimously.

Commissioner Manager Randy Much briefly explained the purpose of the meeting: to confer with legal counsel concerning impending litigation, and spoke of the Natural Resource Damage Assessment Plan re the Lower Fox River/Green Bay filed recently by the Fish and Wildlife Service.

Attorney Walter Kuhlmann briefly introduced himself and Attorney Richard J. Delacenserie and then asked Attorney Delacenserie to explain the Assessment Plan. Mr. Delacenserie explained that the Assessment Plan identifies hazardous substances discharged to the Fox River, as well as the natural resources injured by the discharge. The Plan provides for a damage assessment process, he said. He also explained how liability is determined under the law, that is, the nature of liability, as well as the defenses to liability. He indicated that the Assessment Plan has identified PCBs as the hazardous substance which has been discharged to the stream. He also explained the contribution provisions of the law with respect to the assessment of damages.

Attorney Kuhlmann also discussed the comment period provided interested parties under the Assessment Plan. He discussed the strategy which he believed the NMSC should pursue regarding its comments with respect to the Plan. He spoke also of the practical considerations which make it desirable for his firm to represent not only the NMSC but also the Cities of Neenah and Menasha.

Manager Much then briefly described the manner of splitting attorneys' fees among the NMSC and the two cities which has been proposed by the two cities.

A brief general discussion then followed as to who the hazardous substance contributors may have been, commenced by Commissioner Siebers.

Attorney Kuhlmann then described the common interests regarding the Assessment Plan among the several municipalities situated along the Fox River. He indicated that the comments filed with the Fish and Wildlife Service by these communities preferably should be coordinated and not be made one independent of the other.

Mr. Kuhlmann indicated that it was not yet time to notify the liability insurance carriers for the NMSC.

He said that it is anticipated the city councils of Neenah and of Menasha will, later this month, approve of their representation, jointly with NMSC, by the Boardman law firm.

Mr. Kuhlmann then spoke briefly on the effects on the Fox River Coalition of the Assessment Plan and the advantages of continuing the Coalition.

He indicated that a privileged and confidential letter had been provided to Attorney Daniel R. Goggin, Commission General Counsel, by Mr. Kuhlmann's firm, responding to five questions Mr. Goggin had asked the Boardman firm to answer as counsel for the NMSC. The letter constitutes an analysis of the legal situation regarding the Assessment Plan.

Mr. Kuhlmann indicated that he would soon provide a formal letter of retainer to the NMSC and to the Cities of Neenah and Menasha.

A brief discussion then ensued among the commissioners as to which parties should pay for the legal work done for NMSC by the Boardman firm.

Mr. Kuhlmann spoke further of the strategy preferably to be followed by the NMSC and the two cities in their joint comment letter regarding the Assessment Plan.

Mr. Kuhlmann indicated that his firm had done the legal work which it had already performed at the request of the Commission's attorney, Mr. Goggin, who made the request of behalf of the Commission.

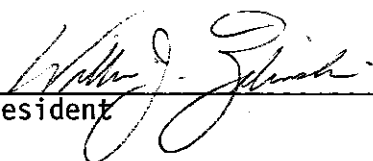
At the suggestion of Commissioner R. Zielinski, the commissioners agreed to consider and take action regarding the Boardman law firm's anticipated retainer letter the Commission meeting to be held on October 22, 1996.

Mr. Kuhlmann indicated that he estimated the cost of preparing a comment letter would run between \$10,0090 and \$12,000.

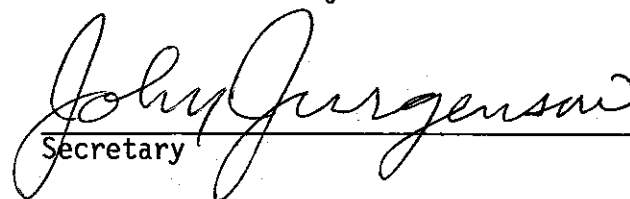
Commissioner Siebers moved to adjourn. The motion was seconded by Commissioner R. Zielinski and passed unanimously.

Submitted by:

DANIEL R. GOGGIN, NMSC Counsel,
for the NMSC secretary



President



Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday, October 22, 1996

Meeting called to order by Commission President Zelinski at 4:00PM.

Present: Commissioners Cowling, Gross, Helein, Jurgenson, Zelinski, Zielinski; Manager Much, Accountant Voigt, Secretary Wilms

Also Present: Jim Spaay, Engineer, City of Menasha

Moved by Commissioner Helein, seconded by Commissioner Cowling to approve the minutes of the meetings of September 17 and October 9, 1996 and place them on file. Motion carried unanimously.

Commissioner Siebers entered meeting.

Manager Much discussed with the Commission the Menasha Water Plant contract user status. Manager Much has drafted a letter to Mr. Dennis Rydzewski, General Manager, Menasha Utilities stating that the suspended solids loads from the water plant exceeds 5% of the suspended solids design capacity of NMSC's wastewater treatment plant. The Menasha Water Plant therefore meets the criteria of "contracting industrial user" as defined in NMSC's 1982 ordinance contract. Section 507 of the ordinance contract requires that NMSC negotiate a contract with each industry that meets the "contracting industrial user" criteria. Section 507 requires that the negotiated contract includes the industries allotted share (reserve capacity) of NMSC's plant and payment of operation, maintenance and fixed capital charges. NMSC is requiring Menasha Utilities to (1) have a professional consultant evaluate the current metering station and submit a report detailing the findings as to the accuracy of the existing metering station along with plans and a time schedule to correct any deficiencies and (2) Menasha Utilities shall submit to NMSC a schedule identifying the steps and time schedule by which it will obtain required data to either enter into contract negotiations with NMSC or proceed with pretreatment of its wastes. Jim Spaay stated that on behalf of the City of Menasha, he does support the action involved with this situation and that Mayor Laux is grateful for the action that has already been taken. Moved by Commissioner Siebers, seconded by Commissioner Jurgenson to approve the letter drafted by Manager Much and send it to Mr. Dennis Rydzewski, General Manager, Menasha Utilities. Motion carried unanimously.

The following correspondence was discussed:

- A. Letter from Manager Much to John Wilke, P.E., City of Neenah
RE: Sewer extension request for Jensen Drive, City of Neenah
- B. Letter to Neenah-Menasha Sewerage Commission from Waverly Sanitary District
RE: Election results
- C. Letter to Accountant Voigt from Waverly Sanitary District
RE: Annual Flow Meter Test/Calibration
- D. Letter to Mr. William Zelinski, NMSC President from Tom Vik, P.E., D.E.E. and Dan Roder P.E., McMahon Associates
RE: Fine Screens, Letter of Recommendation, Notice of Award

** Equipment Bids were received on October 14, 1996, for Fine Screen Equipment. Two (2) bids were received: one was from Parkson Corporation in the amount of \$254,000.00, and the second from Jones and Attwood (J&A) in the amount of \$223,500.00. McMahon Associates recommended that the NMSC accept the quotation from Parkson Corporation in the amount of \$254,000.00 for the purchase of three (3) new fine screen units. McMahon Associates based the decision on the available information, field trips, videos, etc., and operating personnel at the plant, that the Parkson screens are the best overall value for the Neenah-Menasha Wastewater Facility in terms of construction, overall operation, performance, and proven track record. Moved by Commissioner Jurgenson, seconded by Commissioner Helein that based on the experience of the Parkson Corporation, the recommendation of Jim Peichl, Maintenance Manager, NMSC, and the engineers at McMahon Associates, that the bid from Parkson Corporation in the amount of \$254,000.00 be approved and accepted. Motion carried unanimously on a roll call vote.

Budget, Finance, Personnel

Accountant Voigt presented and discussed the Accountants Report and Investment Report for September 1996. Moved by Commissioner Jurgenson, seconded by Commissioner Zielinski to accept the Accountants Report and Investment Report for September 1996 and ordered the report to be placed on file. Motion carried unanimously.

MCO invoice #4105, for November 1996, was presented. Moved by Commissioner Siebers, seconded by Commissioner Cowling to approve and pay MCO invoice #4105, for November 1996, in the amount of \$45,688.32 on November 1, 1996. Motion carried unanimously.

Accountant Voigt presented the MCO payback check in the amount of \$2,288.34 for September lab Testing, sampling, telephone use, and equipment rental. The Commission accepted the MCO payback check for September in the amount of \$2,288.34.

Accountant Voigt presented and discussed the Financial Statements for August and September 1996. Moved by Commissioner Jurgenson, seconded by Commissioner Cowling to accept the reports and place them on file. Motion carried unanimously.

Discussion was held on the 1997 1st Quarter Operations/Maintenance/Replacement (O/M/R) rates. After some discussion it was moved by Commissioner Siebers, seconded by Commissioner Jurgenson to approve the 1997 1st Quarter O/M/R rates to be based on 1997 Budget Loadings. Motion carried unanimously.

Operations, Engineering, Planning

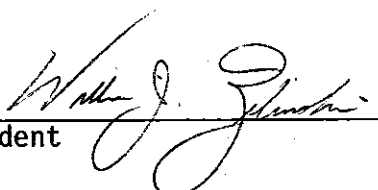
Manager Much presented and discussed with the Commission of retaining Boardman, Suhr, Curry & Field for representation regarding the Natural Resource Damage Assessment (NRDA) process presently being conducted by the U.S. Fish and Wildlife Service and other natural resource trustees. Moved by Commissioner Siebers, seconded by Commissioner Helein to approve the retainment of Boardman, Suhr, Curry & Field for representation regarding the NRDA. Motion carried unanimously.

Manager Much presented and discussed the Operating Report for September 1996. An error was found with the September flows for the City of Neenah because the Neenah flowmeter was not sending the proper signal to the plant totalizer. The corrected Operating Report for September, 1996 will be presented at the next Commissioner Meeting.

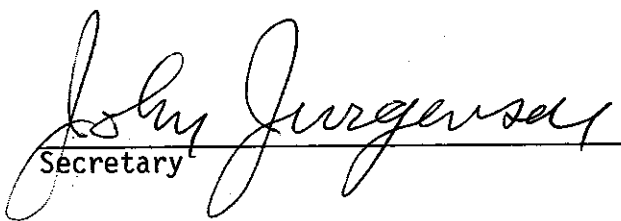
Accountant Voigt presented and discussed the Snow Removal Contract for NMSC for 1996-1997. Moved by Commissioner Gross, seconded by Commissioner Zielinski to approve the Snow Removal Contract with Leo Weber for the 1996-1997 winter season as presented. Motion carried unanimously.

Moved by Commissioner Jurgenson, seconded by Commissioner Zielinski to approve the Operating Fund Vouchers #117687 thru #117736 in the amount of \$126,671.90 and Payroll Vouchers #18879 thru #18889 in the amount of \$8,109.83 for the month of September. Motion carried unanimously.

Moved by Commissioner Jurgenson, seconded by Commissioner Zielinski to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 5:05PM.



President



Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday, November 26, 1996

Meeting called to order by Commission President Zielinski at 4:00PM.

Present: Commissioners Cowling, Gross, Helein, Jurgenson, Zielinski, Zielinski; Manager Much, Accountant Voigt, Secretary Wilms

Absent: Commissioner Siebers

Moved by Commissioner Helein, seconded by Commissioner Cowling to approve the minutes of the meeting of October 22, 1996 and place them on file. Motion carried unanimously.

The following correspondence was discussed:

- A. Announcement from the City of Menasha - Menasha Action Council
RE: Financial Support for the City of Menasha
- B. Letter to the Neenah-Menasha Sewerage Commission from the Town of Neenah
RE: Reappointment of George Cowling, Town of Neenah, to the NMSC.
- C. Letter from NMSC Attorney Dan Goggin to Mayor Laux and City Attorney Jeffrey Brandt,
City of Menasha
RE: City of Menasha Sewer Use Ordinances

No action was taken on the correspondence.

Budget, Finance, Personnel

Accountant Voigt presented and discussed the Accountants Report for October 1996. Moved by Commissioner Jurgenson, seconded by Commissioner Cowling to accept the Accountants Report for October 1996 and ordered the report to be placed on file. Motion carried unanimously.

MCO invoice #4151, for December 1996, was presented. Moved by Commissioner Cowling, seconded by Commissioner Helein to approve and pay MCO invoice #4151, for December 1996, in the amount of \$45,950.59 on December 1, 1996. Motion carried unanimously.

Accountant Voigt presented the MCO payback check in the amount of \$2,610.50 for October lab testing, sampling, telephone use, and equipment rental. The Commission accepted the MCO payback check for October in the amount of \$2,610.50.

Financial Statements will be presented at the next meeting.

Accountant Voigt presented and discussed with the Commission the Property/Liability Insurance Renewals. Presented was a premium comparison of property/liability coverages for the policy year 1/1/97 to 1/1/98. After some discussion it was moved by Commissioner Jurgenson, seconded by Commissioner Zielinski to renew with The McClone Agency for NMSC property/liability insurance.

Operations, Engineering, Planning

Manager Much presented and discussed the Operating Report for October 1996. Moved by Commissioner Jurgenson, seconded by Commissioner Helein to accept the report and place it on file. Motion carried unanimously.

Sanitary Sewer Extension Request for Cottonwood Creed II, Town of Harrison, was presented. Moved by Commissioner Jurgenson, seconded by Commissioner Zielinski to approve the Sanitary Sewer Extension Request for Cottonwood Creek II, Town of Harrison. Motion carried unanimously.

Manager Much presented and discussed with the Commission a request from Menasha Utilities for a time extension concerning the Menasha Utilities Water Plant compliance with the NMSC ordinance dealing with suspended solids. After some discussion it was moved by Commissioner Zielinski, seconded by Commissioner Jurgenson to approve the requested time extension for the Menasha Utilities Water Plant. Motion carried unanimously.

Manager Much presented and discussed with the Commission the ordinance amending NMSC Septage Disposal Rules and Regulations. After some discussion the Commission requested that a public hearing be held on December 17, 1996 in order to adopt an ordinance of the NMSC amending Neenah-Menasha Sewerage Commission Septage Disposal Rules and Regulations, which were passed and adopted by the NMSC, on June 28, 1988.

New Business

Manager Much discussed with the Commission the possible opportunity of creating revenue for the NMSC. Two possibilities are (1) the City of Brillion utilizing a portion of the NMSC sludge storage building and (2) the City of Chilton hauling in raw sludge for treatment at NMSC.

Manager Much discussed with the Commission the situation with the 9th Street metering station.

Moved by Commissioner Zielinski, seconded by Commissioner Cowling to reschedule the December 24, 1996 meeting to December 17, 1996. Motion carried unanimously.

Moved by Commissioner Gross, seconded by Commissioner Zielinski to approve the Operating Fund Vouchers #117824 in the amount of \$172,953.72 and Payroll Vouchers #18890 thru #18911 in the amount of \$12,993.30 for the month of October. Motion carried unanimously.

Moved by Commissioner Jurgenson, seconded by Commissioner Zielinski to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 4:50P.M.

President

Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Public Hearing & Regular Meeting

Tuesday, December 17, 1996

Meeting called to order by Commission President Zelinski at 4:00PM.

Present: Commissioners Cowling, Gross, Helein, Jurgenson, Siebers, Zelinski, Zielinski; Manager Much, Accountant Voigt, Secretary Wilms

Public hearing was held to receive public comment for the proposed ordinance amending NMSC Septage Rules and Regulations.

There being no one present for the Public Hearing, it was moved by Commissioner Jurgenson, seconded by Commissioner Helein to adjourn the Public Hearing and reconvene in Open Session. Motion carried unanimously.

Moved by Commissioner Gross, seconded by Commissioner Zielinski to approve the minutes of the meeting of November 26, 1996 and place them on file. Motion carried unanimously.

The following correspondence was discussed:

A. Letter to Manager Much from Tom Vik, P.E., McMahon Associates
RE: Village of Wrightstown Hauling Biosolids to the NMWWTP

- * After some discussion, it was decided that the NMSC may be interested in storing the Village of Wrightstown's biosolids at some future date. It was moved by Commissioner Jurgenson, seconded by Commissioner Helein, to respond to the letter stating their decision. Motion carried unanimously.

Budget, Finance, Personnel

Accountant Voigt presented and discussed the Accountants Report for November 1996. Moved by Commissioner Jurgenson, seconded by Commissioner Gross to accept the Accountants Report for November 1996 and ordered the report to be placed on file. Motion carried unanimously.

Manager Much presented and discussed the MCO Contract Increase for 1997. After some discussion it was moved by Commissioner Jurgenson, seconded by Commissioner Gross to approve the MCO Contract Increase for 1997 per the terms of the contract. Motion carried unanimously on a roll call vote.

MCO invoice #4217, for January 1997, was presented. Moved by Commissioner Siebers, seconded by Commissioner Helein to approve and pay MCO invoice #4217, for January 1997, in the amount of \$47,742.30 on January 1, 1997. Motion carried unanimously.

McMahon invoice #28547, for the NMSC Paralleling Generator with WPPI was presented. Moved by Commissioner Siebers, seconded by Commissioner Jurgenson to approve and pay McMahon invoice #28547, for the NMSC Paralleling Generator with WPPI, in the amount of \$570.00. Motion carried unanimously.

Accountant Voigt presented the MCO payback check in the amount of \$3,906.00 for November lab testing, sampling, telephone use, and equipment rental. The Commission accepted the MCO payback check for November in the amount of \$3,906.00.

Accountant Voigt presented and discussed the Financial statements for October 1996. Moved by Commissioner Siebers, seconded by Commissioner Cowling to accept the reports and place them on file. Motion carried unanimously.

Accountant Voigt presented and discussed with the NMSC the resolution to amend the ICMA Deferred Compensation Plan to the ICMA Deferred Compensation Plan and Trust. After some discussion it was moved by Commissioner Jurgenson, seconded by Commissioner Siebers to approve Resolution No. 96-3 to amend the ICMA Deferred Compensation Plan to the ICMA Deferred Compensation Plan and Trust. Motion carried unanimously on a roll call vote.

Operations, Engineering, Planning

Manager Much presented and discussed the Operating Report for November 1996. Moved by Commissioner Jurgenson, seconded by Commissioner Cowling to accept the report and place it on file. Motion carried unanimously.

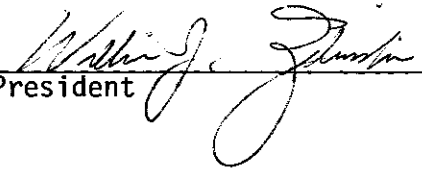
Manager Much presented and discussed with the Commission operators license fees. At the present time, the operators of the NMWWTP pay for their own license fees. The operators are requesting that the NMSC pay for all license fees that are required by the State. Moved by Commissioner Jurgenson, seconded by Commissioner Gross that all operators license fees be paid by the NMSC. Motion carried unanimously.

Manager Much presented and discussed with the Commission Ordinance 96-1 amending NMSC Septage Disposal Rules and Regulations, which were passed and adopted by the NMSC, on June 28, 1988. After some discussion it was moved by Commissioner Gross, seconded by Commissioner Jurgenson that the Commission adopt Ordinance 96-1 of the NMSC amending Neenah-Menasha Sewerage Commission Septage Disposal Rules and Regulations. Motion carried unanimously on a roll call vote.

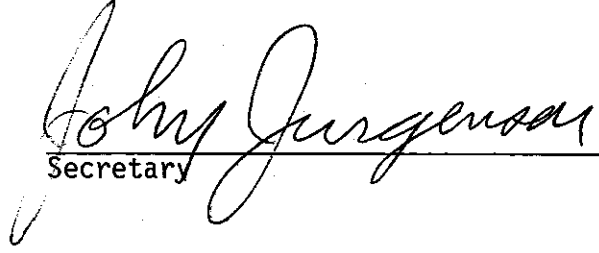
Manager Much discussed with the Commission the Situation with the 9th Street metering station.

Moved by Commissioner Jurgenson, seconded by Commissioner Siebers to approve the Operating Fund Vouchers #117825 thru #117883 in the amount of \$174,455.40 and Payroll Vouchers #18912 thru #18926 in the amount of \$7,777.57 for the month of November. Motion carried unanimously.

Moved by Commissioner Gross, seconded by Commissioner Zielinski to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 4:55 P.M.



President



Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday, January 28, 1997

Meeting Called to order by Commission President Zelinski at 4:00PM.

Present: Commissioners Cowling, Gross, Helein, Jurgenson, Zelinski, Zielinski; Manager Much
Accountant Voigt, Secretary Wilms

Moved by Commissioner Jurgenson, seconded by Commissioner Zielinski to approve the minutes of the meeting of December 17, 1996 and place them of file. Motion carried unanimously.

The following correspondence was discussed:

- A. Letter to manager Much from Dennis Rydzewski, P.E., Menasha Utilities
RE: NMSC 1982 Ordinance, Section 507 Compliance
 - * Manager Much was instructed by the Commission to send a notice to Menasha Utilities stating that the Commission expects a report soon.
- B. Letter from Manager Much to Tom Vik, P.E., McMahon Associates
RE: Request for treatment, storage and disposal of biosolid from the Village of Wrightstown
- C. Letter from Manager Much and John Wilke, P.E., City of Neenah to Lee Rollo, Poly Hi Solidure, Fort Wayne, Indiana
RE: Request to discharge foil blade wash water from 2280 Harrison Street to the NMSC
- D. Memo to Manager Much from James Spaay, P.E., City of Menasha
RE: Menasha Utility Water Filtration Plant Flow/Loading Monitoring

Budget, Finance, Personnel

Accountant Voigt presented and discussed the Accountants Report for December 1996. Moved by Commissioner Jurgenson, seconded by Commissioner Helein to accept the Accountants Report for December 1996 and ordered the report to be placed on file. Motion carried unanimously.

Accountant Voigt presented and discussed the Investment Report for December 1996. The Commissioner accepted the report and ordered the report to be placed on file.

Accountant Voigt presented the MCO payback check in the amount of \$2,622.58 for December 1996.

Sanitary Sewer Extension Request for Stillmeadow Condominiums, Waverly Sanitary District, Town of Harrison. Moved by Commissioner Jurgenson, seconded by Commissioner Cowling to approve the Sanitary Extension Request for Stillmeadow Condominiums, Waverly Sanitary District, Town of Harrison. Motion carried unanimously.

Old Business

Manager Much discussed with the Commission an update on the installation of the fine screens.

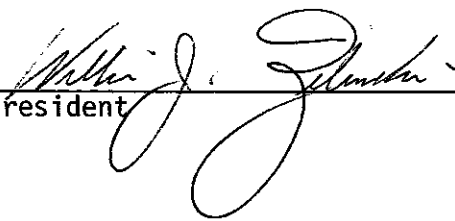
Manager Much discussed with the Commission about the status of the 9th street metering station.

New Business

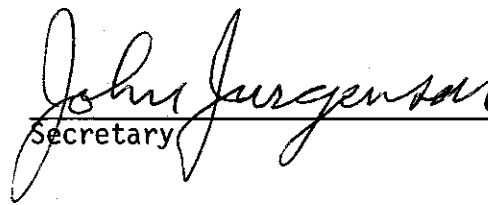
The Commission was reminded that election of officers will be held at the February meeting.

Moved by Commissioner Siebers, seconded by Commissioner Jurgenson to approve the Operating Fund Vouchers #117884 thru #117946 in the amount of \$152,799.88 and Payroll Vouchers #18927 thru #18947 in the amount of \$8,770.55 for the month of December 1996. Motion carried unanimously on a roll call vote.

Moved by Commissioner Zielinski, seconded by Commissioner Gross to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 5:05PM.



President



Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday, February 25, 1997

Meeting called to order by Commission President Zielinski at 4:00PM.

Present: Commissioner Cowling, Gross, Helein, Jurgenson, Siebers, Zielinski, Zielinski;
Manager Much, Accountant Voigt, Secretary Wilms

Moved by Commissioner Jurgenson, seconded by Commissioner Cowling to approve the minutes of the meeting of January 28, 1997 and place them of file. Motion carried unanimously.

The following correspondence was discussed:

- A. Letter from Manager Much to Mr. James Cox. KRC Rolls, Neenah
RE: Authorization to Discharge
- B. Letter to Manager Much from Mr. Tom Paque, Director of Retail Customer Service, WPPI
RE: 5 Year Forecast of Anticipated Hours of Curtailment
- C. Letter to NMSC from City of Menasha, Office of the Fire Chief
RE: Request for Sponsorship
- D. Letter from Manager Much to Mr. Dennis Rydzewski, P.E., Menasha Utilities
RE: Request for Timely Reports

No action taken on correspondence.

Budget, Finance, Personnel

Accountant Voigt presented and discussed the Accountants Report for January 1997. Moved by Commissioner Jurgenson, seconded by Commissioner Zielinski to accept the Accountants Report for January 1997 and ordered the report to be placed on file. Motion carried unanimously.

Accountant Voigt presented the MCO payback check in the amount of \$2,007.50 for January lab testing, sampling, telephone use, and equipment rental. The Commission accepted the MCO payback check for January in the amount of \$2,007.50.

MCO invoice #4284, for March 1997, was presented. Moved by Commissioner Siebers, seconded by Commissioner Gross to approve and pay MCO invoice #4284, for March 1997, in the amount of \$46,976.42 on March 1, 1997. Motion carried unanimously.

Accountant Voigt presented and discussed the Year End Financial Statements for December 1996. Moved by Commission Jurgenson, seconded by Commissioner Helein to table the report until the next Commission meeting in order for Accountant Voigt to recalculate questionable figures. Motion carried unanimously.

McMahon Associates Certificate of Payment No. One for the Fine Screen Equipment Procurement was presented. Moved by Commissioner Jurgenson, seconded by Commissioner Gross to approve and pay Certificate Payment No. One for the Fine Screen Equipment Procurement in the amount of \$45,720.00. Motion carried unanimously.