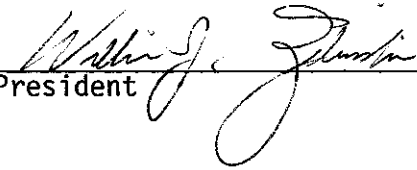


Moved by Commissioner Jurgenson, seconded by Commissioner Siebers to approve the Operating Fund Vouchers #117825 thru #117883 in the amount of \$174,455.40 and Payroll Vouchers #18912 thru #18926 in the amount of \$7,777.57 for the month of November. Motion carried unanimously.

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.

  
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President

  
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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 \$2,623.58 for December lab testing, sampling, telephone use, and equipment rental. The Commission accepted the MCO payback check for December in the amount of \$2,623.58.

MCO invoice #4271, for February 1997, was presented. Moved by Commissioner Gross, seconded by Commissioner Jurgenson to approve and pay MCO invoice #4271, for February 1997, in the amount of \$47,131.70 on February 1, 1997. Motion carried unanimously.

Accountant Voigt presented and discussed the Financial Statements for November & December 1996. Moved by Commissioner Siebers, seconded by Commissioner Zielinski to accept the reports and place them on file. Motion carried unanimously.

**Operations, Engineering, Planning**

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

Manager Much presented and discussed McMahon Associates, Inc. Agreement for Professional Services for the Two-Stage Thermophilic/Digestion Conversion. Moved by Commissioner Jurgenson, seconded by Commissioner Gross to accept the Agreement for Professional Services for the Two-Stage Thermophilic/Digestion Conversion. Motion carried unanimously on a roll call vote.

Sanitary Sewer Extension Request for Mahler Farm Condominiums, City of Neenah was presented. Moved by Commissioner Jurgenson, seconded by Commissioner Cowling to approve the Sanitary Extension Request for Mahler Farm Condominiums, City of Neenah. Motion Carried unanimously.

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.

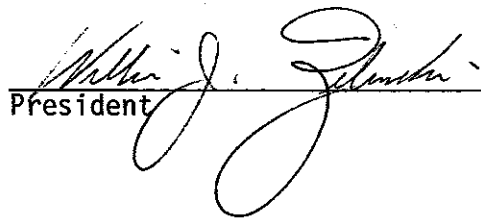
Manager Much discussed with the Commission about the status of the 9th street metering station.

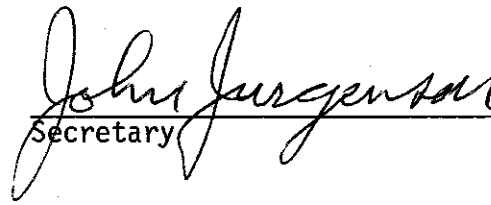
**New Business**

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.

  
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President

  
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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.

McMahon Associates Certificate of Payment No. Two for the Fine Screen Equipment Procurement was presented. Moved by Commissioner Jurgenson, seconded by Commissioner Gross to approve and pay Certificate of Payment No. Two for the Fine Screen Equipment Procurement in the amount of \$160,020.00. Motion carried unanimously.

### Operations, Engineering, Planning

Commissioners Siebers inquired about the manholes behind U.S. Paper Mills. Concerned about the liability, the Commission recommended approaching the City of Menasha about getting the manholes sealed now that the railroad bridge is no longer there. The Commission recommended to check with the Corps of Engineers or the Commission's insurance agency regarding the liability.

Manager Much presented and discussed the Operating Report for January 1997. The Commission asked Accountant Voigt to include in the Operating Report a column for the 1995 yearly average. Moved by Commissioner Jurgenson, seconded by Commissioner Gross to accept the report and place it on file. Motion carried unanimously.

Manager Much presented and discussed the 1885 Compliance Maintenance Annual Report (CMAR).

Manager Much presented and discussed the NMSC Compliance Maintenance Resolution 97-1. Moved by Commissioner Gross, seconded by Commissioner Helein to adopt NMSC Compliance Maintenance Resolution 97-1. Motion carried unanimously on a roll call vote.

Accountant Voigt presented and discussed with the Commission a summary of the 1996 plant loadings.

Manager Much presented and discussed a Request to Purchase internet access for the Neenah-Menasha wastewater treatment plant. After some discussion it was moved by Commissioner Jurgenson, seconded by Commissioner Helein to approve the Request to Purchase internet access. Voting aye; Commissioner Cowling, Gross, Helein, Jurgenson, Siebers. Nays; Commissioner Zielinski. Motion carried.

Manager Much discussed with the Commission the City of Menasha's Evaluation of Menasha Water Plant Wastewater Metering Station submitted by Zimmerman Engineering Corporation.

### Old Business

Commissioner Siebers inquired about the situation with the 9th Street metering station.


### New Business


Election of Officers. Moved by Commissioner Gross, seconded by Commissioner Zielinski that the present slate of officers be unanimously re-elected for 1997. Motion carried unanimously on a roll call vote.

Officers for 1997 are: President - William J. Zielinski  
Vice President - Dale Siebers  
Secretary - John Jurgenson  
Treasurer - Robert Gross

Moved by Commissioner Jurgenson, seconded by Commissioner Gross to approve the Operating Fund Vouchers #117948 thru #118009 in the amount of \$177,404.27 and Payroll Vouchers #18948 thru #18966 in the amount of \$9,703.35 for the month of January 1997. Motion carried unanimously on a roll call vote.

Moved by Commissioner Siebers, seconded by Commissioner Zielinski to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 5:35PM.

  
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President

  
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Secretary

### NEENAH-MENASHA SEWERAGE COMMISSION

Tuesday, March 25, 1997

Regular Meeting

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

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

Also Present: Tom Vik, P.E., McMahon Associates, Jim Peichl, NMSC Maintenance Manager

Moved by Commissioner Jurgenson, seconded by Commissioner Zielinski to approve the minutes of the meeting of February 25, 1997 and place them on file. Motion carried unanimously.

The following correspondence was discussed:

- A. Letter to Manager Much from Mr. Steven Laabs, Town of Menasha, Sanitary District No. 4  
RE: Sewer Use Ordinance Amendment

- B. Letter from Manager Much to Mr. Michael Rau, P.E., Bonestroo, Rosene, Anderlik & Assoc.  
RE: Requesting Information
- C. Letter to Manager Much from State of Wisconsin, DNR  
RE: NMSC Compliance Maintenance Annual Report for 1996
- D. Letter to Commissioner Dale Siebers from City of Menasha  
RE: Re-appointment of Commissioner Dale Siebers to the NMSC
- E. Letter to Manager Much from Ms. Nanette Jameson, State of Wisconsin, DNR  
RE: Pretreatment Compliance Inspection Findings Report
- F. Letter to Commissioner William Zelinski from the City of Neenah  
RE: Re-appointment of Commissioner William Zelinski to the NMSC

No action taken on correspondence.

#### Budget, Finance, Personnel

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

Accountant Voigt presented the MCO payback check in the amount of \$1,795.50 for February lab testing, sampling, telephone use, and equipment rental. The Commission accepted the MCO payback check for February in the amount of \$1,795.50.

MCO invoice #4316, for April 1997, was presented. Moved by Commissioner Siebers, seconded by Commissioner Jurgenson to approve and pay MCO invoice #4316, for April 1997, in the amount of \$46,828.92 on April 1, 1997. Motion carried unanimously.

Accountant Voigt presented and discussed the Financial Statements for January and February 1997. Moved by Commissioner Jurgenson, seconded by Commissioner Zielinski to accept the reports and place it on file. Motion carried unanimously.

#### Operations, Engineering, Planning

The Commission has scheduled a tour of the newly installed fine screen system for 3:30PM prior to next months regular commission meeting.

Manager Much presented and discussed the Operating Report for February 1997. Moved by Commissioner Jurgenson, seconded by Commissioner Helein to accept the report and place it on file. Motion carried unanimously.

Manager Much presented and discussed the NMSC Paralleling Load Transfer Equipment. McMahon Associates has solicited and received bids on behalf of NMSC for the installation of paralleling load transfer equipment. Three bids were received with Town & Country Electric's bid being the lowest at \$15,625. McMahon Associates recommended that the NMSC authorize the issuing of a purchase order for the installation work to Town & Country Electric, Inc. Moved by Commissioner Siebers, seconded by Commissioner Jurgenson to approve the recommendation from McMahon Associates. Motion carried unanimously.

Tom Vik, P.E., McMahon Associates, presented and discussed with the Commission the Anaerobic Digestion Conversion. The NMSC retained McMahon Associated to evaluate Temperature-Phased Anaerobic Digestion (TPAD). The NMSC is evaluating TPAD to reduce the volume of biosolids hauled and achieve a Class A pathogen reduction. Moved by Commissioner Jurgenson, seconded by Commissioner Helein to proceed with the final design of the implementation of the thermophilic/mesophilic digestion system with a design fee not to exceed \$20,000. Motion carried unanimously on a roll call vote.

#### Old Business

Manager Much discussed the situation with the 9th Street metering Station.

Moved by Commissioner Jurgenson, seconded by Commissioner Siebers to approve the Operating Fund Vouchers #118010 thru #118082 in the amount of \$398,343.91 and Payroll Vouchers #18967 thru #18976 in the amount of \$8,288.41 for the month of February 1997. Motion carried unanimously.

Moved by Commissioner Siebers, seconded by Commissioner Jurgenson to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 5:25PM.

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President

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Secretary

## NEENAH-MENASHA SEWERAGE COMMISSION

Tuesday, April 22, 1997

## Regular Meeting

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: NMSC Attorney Dan Goggin, Mike Konecny-Jonet & Fountain, Jim Peichl-NMSC Maintenance Manager

Excused: Commissioner Siebers

Moved by Commissioner Jurgenson, seconded by Commissioner Helein to approve the minutes of the meeting of March 25, 1997 and place them on file. Motion carried unanimously.

The following correspondence was discussed:

- A. Letter to Accountant Voigt from Dave Rodriguez, Menasha Utilities  
RE: News Release - Electric Supply Challenges
- B. Memo to NMSC from Accountant Voigt  
RE: Manhole access points in Fox River below Menasha Dam
- C. Letter to Manager Much from Bonestroo, Rosene, Anderlik & Assoc.  
RE: Meeting Minutes Regarding the Menasha Electric and Water Utility Sludge Handling Study

No action taken on correspondence.

**Budget, Finance, Personnel**

Mr. Mike Konecny (Jonet & Fountain) presented and discussed the 1996 Annual Financial Report (Audit) prepared by the NMSC auditors, Jonet & Fountain. Motion made by Commissioner Jurgenson, seconded by Commissioner Cowling to accept the audit report for year end 1996 as presented by Jonet and Fountain. Motion carried unanimously on a roll call vote.

Discussion was conducted regarding Jonet and Fountain preparing and presenting a proposal for future audits for the NMSC.

Motion was made by Commissioner Jurgenson, seconded by Commissioner Gross to credit contracting users for year end 1996 Operations/Maintenance. Motion carried unanimously.

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

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

Accountant Voigt presented the MCO payback check in the amount of \$2,444.50 for March lab testing, sampling, telephone use, and equipment rental. The Commission accepted the MCO payback check for March in the amount of \$2,444.50.

MCO invoice #4357, for May 1997, was presented. Moved by Commissioner Helein, seconded by Commissioner Jurgenson to approve and pay MCO invoice #4357 for May 1997, in the amount of \$48,417.13 on May 1, 1997. Motion carried unanimously.

Accountant Voigt presented and discussed the Financial Statements for March 1997. Moved by Commissioner Jurgenson, seconded by Commissioner Gross to accept the reports and place them on file. Motion carried unanimously.

McMahon Invoice #30013 for Fine Screens Design Phase in the amount of \$760.30 was presented. Moved by Commissioner Gross, seconded by Commissioner Helein to pay McMahon Invoice #30013 for Fine Screens Design Phase in the amount of \$760.30. Motion carried unanimously.

McMahon Invoices #30018 & #29760 for Two Stage Thermo/Meso Digester Conversion - Preliminary Design in the amount of \$1,500.00 and \$1,500.00 was presented. Moved by Commissioner Gross, seconded by Commissioner Helein to pay McMahon Invoices #30018 and #29760 for Two Stage Thermo/Meso Digester Conversion - Preliminary Design in the amount of \$1,500.00 and \$1,500.00. Motion carried unanimously.

McMahon Invoice #30019 for Two Stage Thermo/Meso Digester Conversion - Final Design in the amount of \$673.00 was presented. Moved by Commissioner Gross, seconded by Commissioner Helein to pay McMahon Invoice #30019 for Two Stage Thermo/Meso Digester Conversion - Final Design in the amount of \$673.00. Motion carried unanimously.

McMahon Invoice #29885 for NMSC Paralleling Generator with WPPI in the amount of \$570.00 was presented. Moved by Commissioner Gross, seconded by Commissioner Helein to pay McMahon Invoice #29885 for NMSC Paralleling Generator with WPPI in the amount of \$570.00. Motion carried unanimously.

Operations, Engineering, Planning

Manager Much presented and discussed the Operating Report for March 1997. Moved by Commissioner Jurgenson, seconded by Commissioner Helein to accept the report and place it on file. Motion carried unanimously.

NMSC Attorney Dan Goggin presented and discussed with the Commission the Agreement for Cost Sharing and Joint Defense (re: Lower Fox River/Green Bay NRDA). Moved by Commissioner Jurgenson, seconded by Commissioner Cowling to agree with and approve the Agreement for Cost Sharing and Joint Defense (re: Lower Fox River/Green Bay NRDA) as presented. Motion carried unanimously on a roll call vote.

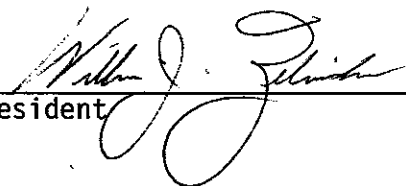
Manager Much presented and discussed the Thermophilic/Mesophilic Project Regarding modifications due to additional equipment being bid and increased project complexity. Moved by Commissioner Jurgenson, seconded by Commissioner Helein to approve McMahon Associates Agreement for Professional Services regarding modifications to the Thermophilic/Mesophilic Project. Motion carried unanimously.

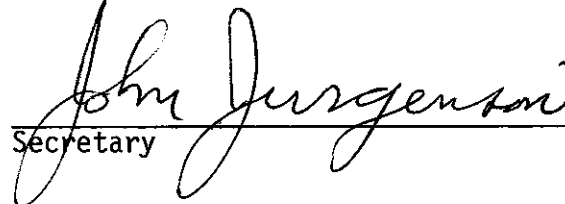
Manager Much discussed project updates with the Commission regarding:

1. Fine Screens
2. WPPI Standby Service
3. Thermo/Meso Conversion

Moved by Commissioner Jurgenson, seconded by Commissioner Zielinski to approve the Operating Fund Vouchers #118083 thru #118150 in the amount of \$170,439.50 and Payroll Vouchers #18977 thru #18986 in the amount of \$8,092.55 for the month of March 1997. Motion carried unanimously.

Moved by Commissioner Jurgenson, seconded by Commissioner Zielinski to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 5:40PM.

  
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President

  
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Secretary

## NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday, May 27, 1997

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

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

Also Present: NMSC Attorney Dan Goggin, Mayor Joe Laux-City of Menasha, Mr. Jeff Brandt-City of Menasha Attorney, Mr. Jim Spaay, P.E.-City of Menasha, Mr. Jim Peichl-NMSC Maintenance Manager, Mr. Mike King-Twin City News Record/Post-Crescent

After some discussion it was moved by Commissioner Gross, seconded by Commissioner Jurgenson to adjourn its public meeting at 4:10PM, and reconvene in executive, or closed session, pursuant to Section 19.86(1)(g), to confer with Commission legal counsel concerning (i) possible litigation related to a refund claim by the City of Menasha for alleged excessive sewerage Charges, and (ii) City refusal of a public records request by the Commission regarding the dispute; and (iii) to also confer with Commission legal counsel regarding potential litigation involving NMSC concerning certain sewer user charges being made by the City of Menasha despite Commission questions about their validity; and then to adjourn the closed session and immediately reconvene in public session. Motion carried on a roll call vote with Commissioners Cowling, Gross, Helein, Jurgenson voting yes; Commissioners Siebers, Zielinski voting no.

Moved by Commissioner Siebers, seconded by Commissioner Zielinski to reconvene in open session. Motion carried unanimously.

Reconvened in open session at 5:15PM.

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

Also Present: NMSC Attorney Dan Goggin, Mr. Jim Peichl-NMSC Maintenance Manager, Mr. Mike King-Twin City News Record/Post-Crescent

Moved by Commissioner Gross, seconded by Commissioner Jurgenson to approve the minutes of the meeting of April 22, 1997 and place them on file. Motion carried unanimously.

The following correspondence was discussed:

- A. Letter to Mr. Dennis Rydzewski, Manager, Menasha Utilities from Mr. Roy Thilly, General Manager and Counsel, WPPI  
RE: Summer Electric Reliability Issues
- B. Letter from Manager Much to Mayor Joseph Laux, City of Menasha  
RE: Requesting Records

C. Letter to Manager Much from Mr. Jim Spaay, P.E. City of Menasha  
RE: Zimmerman Evaluation Report

D. Letter to Manager Much from Mr. Jay Johnson, Member of Congress  
RE: Public Information Forum

No action taken on correspondence.

**Budget, Finance, Personnel**

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

Accountant Voigt presented the MCO payback check in the amount of \$2,548.00 for April lab testing, sampling, telephone use, and equipment rental. The Commission accepted the MCO payback check for April in the amount of \$2,548.00.

MCO invoice #4406, for June 1997, was presented. moved by Commissioner Helein, seconded by Commissioner Gross to approve and pay MCO invoice #4406 for June 1997, in the amount of \$46,610.00 on June 1, 1977. Motion carried unanimously.

Accountant Voigt presented and discussed the 1997 NMSC 3rd Quarter Operations, Maintenance, Replacement & Depreciation (O/M/R/D) rates. After some discussion it was moved by Commissioner Siebers, seconded by Commissioner Gross to approve the 1997 NMSC 3rd Quarter O/M/R/D rates as presented. Motion carried unanimously.

Accountant Voigt presented and discussed the Financial Statements for April 1997. Moved by Commissioner Zielinski, seconded by Commissioner Gross to accept the reports and place them of file. Motion carried unanimously.

McMahon Invoice #30289 for Two Stage Thermo/Meso Digester Conversion-Final Design in the amount of \$2,043.55 was presented. Moved by Commissioner Gross, seconded by Commissioner Helein to pay McMahon Invoice #30289 for Two stage Thermo/Meso Degester Conversion-Final Design in the amount of \$2,043.55. Motion carried unanimously.

McMahon Certificate of Payment #3 and Final for Fine Screen Procurement in the amount of \$48,260.00 was presented. Moved by Commissioner Jurgenson, seconded by Commissioner Siebers to pay McMahon Certificate of Payment #3 and Final for Fine Screen Procurement in the amount of \$48,260.00. Motion carried unanimously.

Accountant Voigt presented and discussed the 3 year proposal from auditors Jonet & Fountain. Moved by Commissioner Jurgenson, seconded by Commissioner Zielinski to accept the 3 year proposal from Jonet & Fountain for 1997-1999. Motion carried unanimously.

**Operations, Engineering, Planning**

Manager Much presented and discussed the Operating Report for April 1997. Moved by Commissioner Jurgenson, seconded by Commissioner Gross to accept the report and place it on file. Motion carried unanimously.

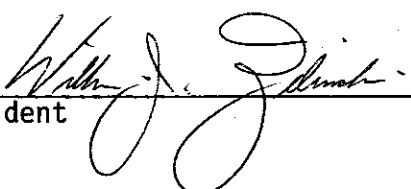
Manager Much presented and discussed the NMSC discharge permit from the State of Wisconsin Department of Natural Resources.

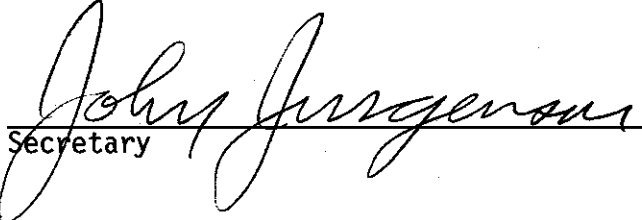
Manager Much discussed with the Commission an update on the digester installation.

Discussion was held on scheduling a meeting with Menasha Utilities. Moved by Commissioner Zielinski, seconded by Commissioner Siebers to schedule a meeting with Menasha Utilities and/or City of Menasha officials. Motion carried unanimously.

Moved by Commissioner Gross, seconded by Commissioner Jurgenson to approve the Operating Fund Vouchers #118151 thru #118203 in the amount of \$136,080.69 and Payroll Vouchers #18987 thru #19005 in the amount of \$9,303.89 for the month of April 1997. Motion carried unanimously.

Moved by Commissioner Gross, seconded by Commissioner Zielinski to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 5:40PM.

  
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President

  
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Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday, June 24, 1997

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

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

Absent: Commissioner Siebers, Accountant Voigt

Moved by Commissioner Jurgenson, seconded by Commissioner Zielinski to approve the minutes of the meeting of May 27, 1997 and place them of file. Motion carried unanimously.

The following correspondence was discussed:

- A. Letter to Mr. Mulazim Nasir, P.E., WDNR Point Source Technical Evaluation Section from Mr. Tom Vik, P.E., McMahon Associates  
RE: NMSC Thermophilic/Mesophilic Conversion
- B. Letter to Mr. William Zielinski, NMSC President from Mr. Mulazim Masir-WDNR  
RE: Preliminary Engineering Report for Themophilic/Mesophilic Conversion
- C. Letter to Mr. Duane Leaf, Director of Utilities-City of Appleton from Manager Much  
RE: Agreement Acknowledgement

No action taken on correspondence

#### Budget, Finance Personnel

Manager Much presented and discussed the Accountants Report for May 1997. Moved by Commissioner Jurgenson, seconded by Commissioner Gross to accept the Accountants Report for May 1997 and ordered the report to be placed on file. Motion carried unanimously.

MCO payback check for May will be presented at the next Commission Meeting.

MCO invoice #4450 fro July 1997 was presented. Moved by Commissioner Jurgenson, seconded by Commissioner Gross to approve and pay MCO invoice #4450 for July 1997, in the amount of \$47,963.62 on July 1, 1997. Motion carried unanimously.

Manager Much presented and discussed the Financial Statements for May 1997. Moved by Commissioner Jurgenson, seconded by Commissioner Gross to accept the reports and place them of file. Motion carried unanimously.

McMahon Invoice #30592 for Two Stage Thermo/Meso Digester Conversion - Final Design in the amount of \$1,515.00 was presented. Moved by Commissioner Jurgenson, seconded by Commissioner Gross to pay McMahon invoice #30592 for Two Stage Thermo/Meso Digester Conversion - Final Design in the mount of \$1,515.00. Motion carried unanimously.

Lee's Welding invoice #4872 for final billing for installation of Fine Screens in the amount of \$57,565.20 was presented. Moved by Commissioner Jurgenson, seconded by Commissioner Gross to pay Lee's Welding Invoice #4872 for installation of Fine screens in the amount of \$57,565.20. Motion carried unanimously.

Town & Country Electric invoice #3911 for Paralleling Load Transfer in the amount of \$11,718.75 was presented. Moved by Commissioner Cowling, seconded by Commissioner Helein to pay Town & Country Electric invoice #43911 for Paralleling Load Transfer in the amount of \$11,718.75. Motion carried unanimously.

Cummins Great Lakes invoice #6-67612 for Onan Generator in the amount of \$75,817.80 was presented. Moved by Commissioner Jurgenson, seconded by Commissioner Cowling to pay Cummins Great Lakes invoice #6-67612 for Onan Generator in the amount of \$75,817.80. Motion carried unanimously.

#### Operations, Engineering, Planning

Manager Much presented and discussed the Operating Report for May 1997. Moved by Commissioner Jurgenson, seconded by Commissioner Gross to accept the report and place it on file. Motion carried unanimously.

Manager Much discussed with the Commission about the group of municipalities that has been formed for the EPA Superfund.

Manager Much discussed with the Commission the problem with the white stone that was used around the treatment plant for landscaping. The rains have been washing away the stone. The Commission agreed with Manager Much to contact some of the landscaping companies and see what they could do about the stone problem.

Moved by Commissioner Gross, seconded by Commissioner Jurgenson to approve the Operating Fund Vouchers #118204 thru #118280 in the amount of \$213,247.49 and Payroll Vouchers #19006 thru #19021 in the amount of \$12,533.82 for the month of May 1997. Motion carried unanimously.

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

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President

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Secretary



NEENAH-MENASHA SEWERAGE COMMISSION

Tuesday, July 22, 1997

Regular Meeting

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

Operations, Engineering, Planning

Manager Much presented and discussed the Operating Report for June 1997. Discussion was held concerning the high loadings recorded at Gilbert Paper Company at the end of June due to a spill of titanium dioxide. Moved by Commission Jurgenson, seconded by Commissioner Siebers to accept the report and place it on file. Motion carried unanimously.

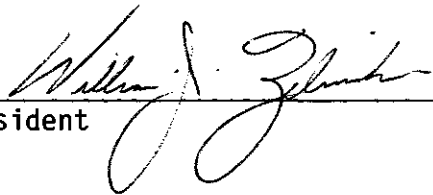
Manager Much discussed with the Commission the letter received from the Fish and Wildlife Service requesting information and documents from the Commission that would provide: a) identification, nature, quantity of materials generated, treated, stored, or disposed; b) nature or extent of a release of a hazardous substance or pollutant; and c) information relating to the ability to pay for or perform a cleanup. Manager Much reported that this information has been gathered and has been submitted to our attorneys for their review and for them to submit this information on our behalf.

Manager Much discussed with the Commission a request to move the gas engine radiators to the roof of the Blower Building due to problems that occur with the current placement of these radiators. The estimated cost to move these radiators is \$9,900. Moved by Commissioner Jurgenson, seconded by Commissioner Gross to move the gas engine radiators to the roof of the Blower Building at an estimated cost of \$9,900.

Manager Much discussed with the Commission a request to modify the hot water heating system with funds to come from the Equipment Replacement Account. The estimated cost is \$7,200. Moved by Commissioner Gross, seconded by Commissioner Helein to proceed with the modification to the hot water heating system at an estimated cost of \$7,200.

Manager Much discussed with the Commission the status of some ongoing items: The methane gas scrubbers and piping is expected to be replaced shortly. Staff are looking at replacing gas mixing compressors. Menasha Utilities and the City of Menasha will be looking at negotiating sewer rates for the Water Plant.

Moved by Commissioner Siebers, seconded by Commissioner Jurgenson to approve the Operating Fund Vouchers #118281 thru #118351 in the amount of \$212,211.70 and Payroll Vouchers #19022 thru #19033 in the amount of \$8,884.65 for the month of June.

  
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President

  
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Secretary

## NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday, August 26, 1997

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

Present: Commissioners Cowling, Gross, Helein, Jurgenson, Zelinski, Siebers; Manager Much, Attorney Goggin, Accountant Voigt

Absent: Commissioner Zielinski

Also Present: Dan Roder, McMahon Associates

Moved by Commissioner Jurgenson, seconded by Commissioner Cowling to approve the minutes of the meeting of July 22, 1997 and place them on file. Motion carried unanimously.

The Commission skipped to agenda item #9 - Other Business to Legally Come Before the Commission.

Manager Much reported to the Commission a phone call which he received on Monday August 25 concerning an addition being made to a house at 648 Lakecrest Drive in the City of Menasha. The caller was complaining that this addition was occurring along the Commission's Lakeshore Interceptor where a Commission easement exists. Upon inspection by Manager Much, it appears that the addition being made at 648 Lakecrest Drive is being built over the Lakeshore Interceptor. Upon contacting the property owner, he was unaware of any Commission easement and he was not informed of any easements from his title company. Discussion between the Commission and Attorney Goggin followed. After discussion, the Commission instructed Manager Much to verify the exact location of the Interceptor at 648 Lakecrest Drive. If the addition is being built over the Commission Interceptor, Attorney Goggin is to send a letter to the property owner and to the Menasha City Attorney informing them of the situation and to request the property owner to suspend any further construction until this matter is resolved.

Attorney Goggin left the meeting.

The Commission skipped to agenda item #6 B - Update on Anaerobic Digester Conversion Process.

Manager Much discussed with the Commission the steps planned for converting the Digester to the Thermophilic process. Dan Roder (McMahon Assoc.) presented and discussed quotes received for tube-in-tube heat exchangers and cooling water pump. It was recommended that the Commission should purchase the tube-in-tube heat exchanger from Walker Process at a cost of \$50,000. It was also recommended that the Commission should purchase the cooling water pump from Crane Engineering at a cost of \$2,793. Motion by Commissioner Siebers, second by Commissioner Cowling to proceed with the purchase of the tube-in-tube heat exchanger from Walker Process and the cooling water pump from Crane Engineering at the quoted prices. Motion carried unanimously.

The following correspondence was discussed:

- A. July 28, 1997 letter from Manager Much, NMSC to Mr. Andy Ujazdowski, 728 Lakecrest, Menasha  
RE: Settling in driveway not related to NMSC Interceptor

No action taken on correspondence.

**Budget, Finance, Personnel**

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

McMahon Associates invoice #31069 in the amount of \$11,436.83 for the Final Design of the Two Stage Thermo/Meso Digester was presented. Motion by commission Siebers, seconded by Commissioner Cowling to approve and pay McMahon Associated invoice #31069 in the amount of \$11,436.83. Motion carried unanimously.

MCO invoice #4536 for September 1997 was presented. Moved by Commissioner Siebers, seconded by Commissioner Jurgenson to approve and pay MCO invoice #4536 for September 1997, in the amount of \$47,328.28 on September 1, 1997. Motion carried unanimously.

Accountant Voigt presented and discussed the Financial Statements for July 1997. Moved by Commissioner Jurgenson, seconded by Commissioner Helein to accept the reports and place them on file. Motion carried unanimously.

Accountant Voigt presented the MCO payback checks for July.

Accountant Voigt presented and discussed the proposed 4th quarter rates for Operations, Maintenance, Replacement and Depreciation. Motion by Commissioner Jurgenson, seconded by Commissioner Helein to approve the 4th quarter rates for Operations, Maintenance, Replacement and Depreciation as presented. Flow \$132.03/MG, BOD \$0.1815/pound, SS \$0.0950/pound. Motion carried unanimously.

The Commission was presented a draft of the proposed 1998 NMSC Budget. After discussion, it was the consensus that this Proposed Budget should be presented at a Public Hearing.


Accountant Voigt discussed his memo outlining the timetable needed to be followed in order to have a Public Hearing on the Proposed 1998 Budget. Motion by Commissioner Jurgenson, seconded by Commissioner Helein to hold a Public Hearing on Tuesday September 23 at 4:00 PM to receive public comment on the Proposed 1998 Budget with the Regular Meeting to follow. Motion carried unanimously.


**Operations, Engineering, Planning**

Manager Much presented and discussed the Operating Report for July 1997. Discussion was held concerning the sampling setups at Gilbert Paper and U.S. Paper Mills. It was felt these sampling setups could be better and the industries should submit to the Commission plans to modify these setups. Manager Much also discussed the need of a portable ultrasonic flow meter to be used at the Treatment Plant. The cost to purchase would be \$2,000 - \$3,000. Moved by Commissioner Jurgenson, seconded by Commissioner Siebers to approve purchasing a portable ultrasonic flow meter for use at the plant. Motion carried unanimously.

Moved by Commissioner Jurgenson, seconded by Commissioner Gross to approve the Operating Fund Vouchers #118352 thru #118408 in the amount of \$133,893.06 and Payroll Vouchers #19034 thru #19052 in the amount of \$10,091.64 for the mount of July.

Moved by Commissioner Siebers, seconded by Commissioners Jurgenson to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 5:35 PM.

  
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President

  
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Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Public Hearing and Regular Meeting

Tuesday, September 23, 1997

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

Present: Commissioners Cowling, Gross, Helein, Zielinski, Jurgenson, Zielinski, Siebers; Manager Much, Attorney Goggin, Accountant Voigt

Absent: None

Also Present: Ron Geiger, Richard Panke, Ron Bunkert (NMSC employees); Jim Reichl (MCO); Ted

Public Hearing was held on the 1998 NMSC Budget. Richard Panke addressed the Commission with questions concerning various budget items. Ron Bunkert questioned whether any funds were budgeted to address Hydrogen Sulfide that was detected in the belt press room above the belt presses. Mr. Bunkert was informed that this would be part of the Facility Plan Amendment Study that was budgeted to be completed in 1998.

Moved by Commissioner Siebers, seconded by Commissioner Jurgenson 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 meeting of August 26, 1997 and place them on file. Motion carried unanimously.

The following correspondence was discussed:

- A. August 27 letter from Attorney Dan Goggin, NMSC to Mr. Gary Laeyendecker, 648 Lakecrest Drive, Menasha.  
RE: Structure being built over NMSC Interceptor

Attorney Goggin informed the Commission that he has been in contact with Mr. Laeyendecker's Attorney and Title Company to discuss this issue. The Title Company is willing to guarantee to pay for any additional costs associated with any future repairs that may need to be done to the NMSC Interceptor due to the new construction of this addition over the Interceptor. They would also hold the Commission harmless to any damage that may occur to the new construction that is being built over the Interceptor in case of damage caused by the Interceptor. Attorney Goggin recommended to the Commission that they should also request that this agreement should also include the existing structure. Attorney Doug Hahn, representing Mr. Laeyendecker, spoke to the Commission concerning this additional request. He has spoken to the Title Insurance Company and the Title Insurance Company will not agree to this additional term. Additional discussion between the Commission and the Attorneys followed. After discussion it was moved by Commissioner Helein, seconded by Commissioner Cowling to allow the variance as it presently reads with the Title Company to cover the costs and or damages associated with the new construction that is being built over the NMSC Interceptor. Motion carried by a majority on a roll call vote. Voting aye: Helein, Siebers, Cowling, Gross; voting nay: Zielinski. (Commissioner Jurgenson excused from meeting just prior to vote).

- B. August 27 letter from Attorney Dan Goggin, NMSC to Attorney Jeffrey Brandt, City of Menasha  
RE: Building Permit issued to build over NMSC Interceptor.
- C. August 27 letter from Attorney Dan Goggin, NMSC to Ms. Leslie Jones, USEPA  
RE: NMSC endorsement of draft municipal settlement policy.
- D. August 28 letter from Mr. Dennis Rydzewski, General Manager, Menasha Utilities to Manager Much, NMSC  
RE: Request for Contract User Exemption.

Attorney Goggin discussed with the Commission what needs to be done to honor the request of Menasha Utilities to grant them an exemption from being a contract user with the NMSC. Either the Contract Ordinance needs to be amended by all signing parties or all signing parties of the Contract Ordinance could sign a variance for waiver of consent to grant the exemption. After discussion, moved by Commissioner Siebers, seconded by Commissioner Zielinski to have a meeting with all signing users to discuss this issue. Motion carried unanimously.

- E. Sept. 3 letter from Manager Much, NMSC to Mr. Terry Haupert, Environmental Manager, Gilbert Paper Company  
RE: Evaluate options to insure adequate sampling under all flow conditions.
- F. Sept. 3 letter from Manager Much, NMSC to Mr. Keith Mutchler, U.S. Paper Mills Corp.  
RE: Concern for inadequate mixing in low flow conditions.
- G. Sept. 16 letter from Ms. Dori Hietala, Environmental Engineer, U.S. Paper Mills Corp. to Manager Much, NMSC  
RE: Changes to be made per NMSC investigation request.

Action taken on correspondence. See above.

#### **Budget, Finance, Personnel**

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

McMahon Associates invoice #31422 in the amount of \$4,331.10 for the Final Design of the Two Stage Thermo/Meso Digester was presented. Motion by Commission Gross, seconded by Commissioner Helein to approve and pay McMahon Associates invoice #31422 in the amount of \$4,331.10. Motion carried unanimously.

McMahon Associates invoice #31429, in the amount of \$3,347.95 for the Bidding Phase of the Two Stage Thermo/Meso Digester Conversion was presented. Motion by Commissioner Siebers, seconded by Commissioner Gross to approve and pay McMahon Associates invoice #31429 in the amount of \$3,347.95. Motion carried unanimously.

MCO invoice #4580 for October 1997 was presented. Moved by Commissioner Siebers, seconded by Commissioner Helein to approve and pay MCO invoice #4580 for October 1997, in the amount of \$46,410.60 on October 1, 1997. Motion carried unanimously.

Accountant Voigt presented and discussed the Financial Statements for August 1997. Moved by Commissioner Cowling, seconded by Commissioner Siebers to accept the reports and place them on file. Motion carried unanimously.

Accountant Voigt presented the MCO payback check for August.

The 1998 Proposed NMSC Budget was presented to the Commission. After discussion, motion by Commissioner Siebers, seconded by Commissioner Zielinski to approve the 1998 Budget as presented. Motion carried on a unanimous roll call vote.

Accountant Voigt presented and discussed the Snow Plowing and Removal Contract for 1997-1998 with Leo Weber. There are no changes to be made to the contract. Moved by Commissioner Zielinski, seconded by Commissioner Helein to approve the Snow Plowing and Removal Contract for 1997-1998 with Leo Weber as presented. Motion carried unanimously.

Accountant Voigt discussed with the Commission the Life Insurance that is offered to Commission employees by the Wisconsin Retirement System. Currently, Commission employees are able to purchase additional insurance at their (employees) own expense. Currently the limit is one times their wages. The Wisconsin Retirement System is making a change to allow up to three times their wages to be purchased by the Commission employees at their (employees) own expense. In order to allow this, the Commission will need to pass Resolution 97-3, a Resolution For Inclusion Under Group Life Insurance and to offer additional Group Life Insurance of Units 1, 2, and 3. Moved by Commissioner Helein, seconded by Commissioner Zielinski to approve Resolution 97-3, a Resolution For Inclusion Under Group Life Insurance and to offer additional Group Life Insurance of Units 1, 2, and 3 at not cost to the Commission. Motion carried unanimously.

Accountant Voigt discussed with the Commission the renewal of the Centrex System agreement with the phone company. The original agreement was for seven years and expired on September 1, 1997. Users of this system are looking to renew the agreement for a ten (10) year period. For the use of the Centrex System, the Commission would be charged a fee of \$12.50 per month per phone line. The Commission does have the option to also make a single payment for the use of this system. This fee is \$584 per line. By payment of this fee, the Commission would not need to make the monthly fee stated. Moved by Commissioner Siebers, seconded by Commissioner Gross to renew the Centrex System agreement for 10 years and to make payment on the single payment option of \$584 per line. Motion carried unanimously.

#### Operations, Engineering, Planning

Manager Much presented and discussed the Operating Report for August 1997. Moved by Commissioner Cowling, seconded by Commissioner Siebers to accept the Operating Report for August 1997 and place it on file. Motion carried unanimously.

Manager Much updated the Commission on the progress of the Conversion of the Digesters. One Digester is empty and the piping is started to be replaced. Some problems were experienced in emptying the Digester and a new pump needed to be purchased. Right now there is a possible startup in December or January.

Attorney Goggin discussed with the Commission the Proposed Resolution 97-2, NMSC Interceptor Sewer Easement Variances. This would address the issue for future problems such as happened with Mr. Laeyendecker at 648 Lakecrest Drive. Moved by Commissioner Zielinski, seconded by Commissioner Siebers to hold a Public Hearing before the Regular Meeting on October 28, 1997 to hear public comment on the proposed Resolution 97-2, NMSC Interceptor Sewer Easement Variances. Motion carried unanimously.

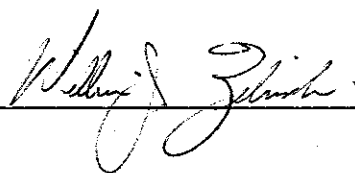
#### New Business

Commissioner Helein brought up the subject of the hydrogen sulfide mentioned earlier during the Public Hearing on the Budget. Discussion of this issue followed. The facility plan amendment to be completed in 1998 will address this issue, also the levels of detection of hydrogen sulfide is below the safe limits established by DILHR and OSHA.

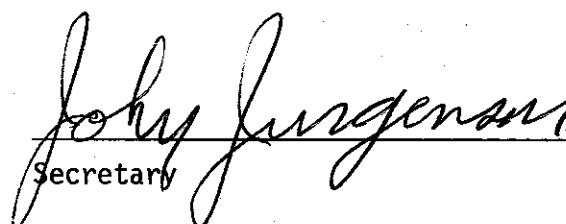
Moved by Commissioner Gross, seconded by Commissioner Cowling to approve Operating Fund Vouchers #118409 thru #118474 in the amount of \$145,501.68 and Payroll Vouchers #19053 thru #19064 in the amount of \$8,758.63. Motion carried unanimously.

Moved by Commissioner Gross, seconded by Commissioner Cowling to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 5:50 PM.

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President



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Secretary



## NEENAH-MENASHA SEWERAGE COMMISSION

## Public Hearing and Regular Meeting

Tuesday, October 28, 1997

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

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

Absent: None

Also Present: Jim Peichl (MCO)

Public Hearing was held on the Proposed Resolution 97-2 Promulgating a Policy Governing NMSC Consideration of All Requests for Interceptor Sewer Easement Variances.

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

Moved by Commissioner Gross, seconded by Commissioner Jurgenson to approve the minutes of the meeting of September 23, 1997 and place them on file. Motion carried unanimously.

The following correspondence was discussed:

- A. September 17 letter from DNR to NMSC President William Zelinski.  
RE: Conditional approval of plans and specs for Digester Conversion.
- B. September 24 letter from NMSC Attorney Dan Goggin to Attorney Jeffrey Brandt, City of Menasha.  
RE: NMSC granting Mr. Gary Laeyendecker a Interceptor Sewer Variance.
- C. September 25 letter from Attorney James Gunz, City of Neenah, to NMSC.  
RE: Legal services for preparing response to 104(e) request.

Manager Much discussed with the Commissioners the purpose of the 104(e) response to the Fish and Wildlife Service. Moved by Commissioner Jurgenson, seconded by Commissioner Cowling to have the NMSC pay the legal costs associated with the 104(e) response made to the Fish and Wildlife Service. Motion carried unanimously.

- D. October 3 letter from Fox River Forward!  
RE: Request to join Fox River Forward! and support the American Heritage Rivers Initiative.

Commissioners discussed joining Fox River Forward!. Moved by Commissioner Gross, seconded by Commissioner Jurgenson to not join the Fox River Forward! adhoc committee which is in support of having the Fox River designated as an American Heritage River. Motion failed by a majority on a roll call vote. Voting aye: Cowling, Jurgenson, Gross; voting nay: Siebers, Helein, Zielinski. Commission President Zelinski voting nay to break tie vote.

Moved by Commissioner Zielinski, seconded by Commissioner Helein to join Fox River Forward! in support of having the Fox River designated as an American Heritage River. Motion carried by a majority on a roll call vote. Voting aye: Siebers, Helein, Zielinski. Voting nay: Cowling, Jurgenson, Gross. Commission President Zelinski voting aye to break tie vote.

- E. October 10 letter from NMSC to NMSC Ordinance/Contract Entities.  
RE: October 30 meeting to discuss Menasha Water Utility Exemption request.
- F. October 16 letter from NMSC Attorney Dan Goggin to the League of Wisconsin Municipalities.  
RE: Request for opinion on Menasha Water Utility contractual commitment.

Attorney Goggin reported that no response has been received on his request.

Action taken on correspondence. See above.

### Old Business

Agenda item #9 - Old Business was moved up to be discussed at this point. Manager Much and Attorney Goggin discussed with the Commission the Ordinance/Contract and the wording for charges incurred on the Commission Interceptors. After discussion, Attorney Goggin left the meeting.

### Budget, Finance, Personnel

Crane Engineering Sales, Inc. invoice #8335401, in the amount of \$2,793.00 for the Process Pump for the Two Stage Therm/Meso Digester Conversion was presented. Motion by Commissioner Jurgenson, seconded by Commissioner Helein to approve and pay Crane Engineering Sales, Inc. invoice #8335401 in the amount of \$2,793.00. Motion carried unanimously.

McMahon Associates invoice #31681, in the amount of \$1,574.50 for the Bidding Phase of the Two Stage Thermo/Meso Digester Conversion was presented. Motion by Commissioner Jurgenson, seconded by Commissioner Siebers to approve and pay McMahon Associates invoice #31681 in the amount of \$1,574.50. Motion carried unanimously.

Lee's Welding, Inc. invoice #5171, in the amount of \$14,162.65 for Relocating Heat Exchangers & Redo Entire Piping for the Two Stage Thermo/Meso Digester Conversion was presented. Motion by Commissioner Siebers, seconded by Commissioner Jurgenson to approve and pay Lee's Welding Inc. invoice #5171, in the amount of \$14,162.65. Motion carried unanimously.

MCO invoice #4621, in the amount of \$46,938.57 for November 1997 was presented. Moved by Commissioner Siebers, seconded by Commissioner Jurgenson to approve and pay MCO invoice #4621 for November 1997, in the amount of \$46,938.57 on November 1, 1997. Motion carried unanimously.

Accountant Voigt presented and discussed the Financial Statements for September 1997. Moved by Commissioner Jurgenson, seconded by Commissioner Siebers to accept the reports and place them on file. Motion carried unanimously.

Accountant Voigt presented the MCO payback check for September.

Accountant Voigt presented and discussed the Accountants Report and Investment Report for September 1997. Moved by Commissioner Jurgenson, seconded by Commissioner Cowling to accept the Accountants Report and Investment Report for September 1997 and order the report to be placed on file. Motion carried unanimously.

#### Operations, Engineering, Planning

Manager Much presented and discussed the Operating Report for September 1997. Some discussion was held concerning the loadings from Neenah, Menasha, and S.D. #4. Moved by Commissioner Jurgenson, seconded by Commissioner Siebers to accept the Operating Report for September 1997 and place it on file. Motion carried unanimously.

Manager Much updated the Commissioners on the status of the Digester Conversion. One Digester has been re-piped, the second Digester will start to be pumped out. The project is currently on schedule.

Neenah-Menasha Sewerage Commission Resolution 97-2 Promulgating a Policy Governing NMSC Consideration of All Request for Interceptor Sewer Easement Variances was presented. Motion by Commissioner Siebers, seconded by Commissioner Gross to approve Neenah-Menasha Sewerage Commission Resolution 97-2 Promulgating a Policy Governing NMSC Consideration of All Request for Interceptor Sewer Easement Variances. Motion carried unanimously on a roll call vote.

Manager Much discussed with the Commission the response from Gilbert Paper Company concerning the changes to be made at Gilbert Paper for obtaining representative samples from their outfall. After discussion, motion by Commissioner Jurgenson, second by Commissioner Zielinski to approve Gilbert Paper Company's proposed actions to modify their outfall sampling station to obtain representative samples. Motion carried unanimously.

#### New Business

Manager Much discussed with the Commission a possible change in the MCO contract to occur during 1998 that would result in a contract modification.

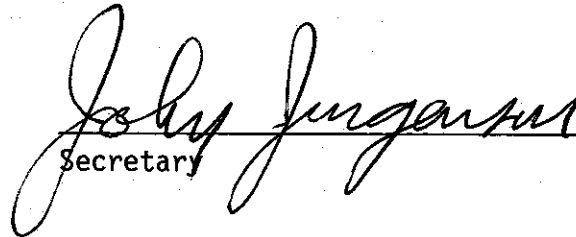
Moved by Commissioner Zielinski, seconded by Commissioner Cowling to approve Operating Fund Vouchers #118475 thru #118537 in the amount of \$150,637.37 and Payroll Vouchers #19065 thru #19075 in the amount of \$8,578.52. Motion carried unanimously.

Moved by Commissioner Jurgenson, seconded by Commissioner Helein to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 5:15 PM.

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President



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Secretary



#### NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday, November 25, 1997

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

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

Absent: Commissioner Cowling

Also Present: Jim Peichl (MCO)

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

The following correspondence was discussed:

- A. October 29 letter from Manager Much to Mr. Terry Hauptert, Gilbert Paper Co.  
RE: Approval of proposed modifications for sample collections under low flow conditions in west pump.
- B. October 29 letter from Manager Much to City of Neenah Attorney Jim Gunz.  
RE: NMSC to pay legal bills concerning request for 104(e) response.
- C. October 31 memo from John Wilke, City of Neenah to Tom Baudhuin, Minergy Corp.  
RE: Rebuilding and raising of manhole.
- D. November 4 letter from NMSC Commission President Zelinski to Ordinance/Contract Entities.  
RE: Exemption of Menasha Water Utility from Contractual Commitment.

No action taken on correspondence.

#### Budget, Finance, Personnel

McMahon Associate invoices #32410, in the amount of \$751.44 for the Construction Phase Assistance of the Two Stage Therm/Meso Digester Conversion and #32247 in the amount of \$838.93 for the Bidding Phase of the Two Stage Thermo/Meso Digester Conversion were presented. Motion by Commissioner Gross, seconded by Commissioner Jurgenson to approve and pay McMahon Associates invoices #32410 in the amount of \$751.44 and #32247 in the amount of \$838.93.

Motion carried unanimously.

MCO invoice #4659, in the amount of \$44,493.07 for December 1997 was presented. Moved by Commissioner Siebers, seconded by Commissioner Zielinski to approve and pay MCO invoice #4659 for December 1997, in the amount of \$44,493.07 on December 1, 1997. Motion carried unanimously.

Accountant Voigt presented and discussed the Financial Statements for October 1997. Moved by Commissioner Jurgenson, seconded by Commissioner Zielinski to accept the reports and place them on file. Motion carried unanimously.

Accountant Voigt presented the MCO payback check for October.

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

Accountant Voigt presented the quotes received by our insurance agent (McClone Agency) for the renewal of the NMSC property and liability coverages. The total 1998 premium for all policies decreased by \$526 from the 1997 rates. After discussion, it was decided to add the Employment Practices endorsement to the Public Officials E & O policy at a cost of \$271. Motion by Commissioner Zielinski, second by Commissioner Jurgenson to accept the renewal of the NMSC property and liability insurance policies and to also add the Employment Practices endorsement to the Public Officials E & O policy. Motion carried unanimously.

#### Operations, Engineering, Planning

Manager Much presented and discussed the Operating Report for October 1997. Some discussion was held concerning the increase in the electrical and natural gas usages. Moved by Commissioner Jurgenson, seconded by Commissioner Gross to accept the Operating Report for October 1997 and place is on file. Motion carried unanimously.

Manager Much updated the Commissioners on the status of the Digester Conversion. We are currently waiting for the heat exchangers to be delivered. Manager Much also reported that there will be a free trial test of a product that will be added to the digester sludge. It is anticipated that this product could increase the performance of the digesters and also control odors.

Manager Much discussed the progress of obtaining approvals for exempting Menasha Utilities from contractual commitment with the NMSC. Commissioner Gross apologized for the memo that was sent by Paula Pagel of Sanitary District #4. It was not authorized or approved by S.D. 4 officials. Motion by Commissioner Gross, second by Commissioner Jurgenson to have the Memo received from S.D. #4 stricken from our records. Motion carried unanimously.

#### New Business

Commission President Zelinski discussed when the December meeting should be held. Motion by Commissioner Zielinski, second by Commissioner Gross to change the December meeting of the NMSC to December 16, 1997 at 4:00 P.M. Motion carried unanimously.

Moved by Commissioner Gross, seconded by Commissioner Siebers to approve Operating Fund Vouchers #118538 thru #118605 in the amount of \$246,940.08 and Payroll Vouchers #19076 thru #19105 in the amount of \$12,681.24. Motion carried unanimously.



Moved by Commissioner Jurgenson, seconded by Commissioner Siebers to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 4:25 PM.

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President

*William J. Zielinski*

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Secretary

*John Jurgenson*

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday, December 16, 1997

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

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

Absent: None

Moved by Commissioner Helein, seconded by Commissioner Siebers to approve the minutes of the meeting of November 25, 1997 and place them on file. Motion carried unanimously.

The following correspondence was discussed:

No correspondence was received.

No action taken on correspondence.

**Budget, Finance, Personnel**

Manager Much presented and discussed the 1998 contract renewal with Midwest Contract Operations, Inc. Motion by Commissioner Siebers, seconded by Commissioner Jurgenson to approve the MCO contract as presented by Manager Much which includes a 2.2% increase over the 1997 contract. Motion carried unanimously.

MCO invoice #4712, in the amount of \$47,274.59 for January 1998 was presented. Moved by Commissioner Jurgenson, seconded by Commissioner Cowling to approve and pay MCO invoice #4712 for January 1998, in the amount of \$47,274.59 on January 1, 1998. Motion carried unanimously.

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

Accountant Voigt presented and discussed the 1st quarter rates for Operations, Maintenance, Replacement, and Depreciation for 1998. The rates are based on the 1998 budget. Moved by Commissioner Siebers, seconded by Commissioner Gross to accept the 1st quarter rates for 1998 as presented. Motion carried unanimously. The 1st quarter rates will be: Flow - \$126.10 per Million Gallons, BOD - \$0.1679 per pound, SS - \$0.0848 per pound.

**Operations, Engineering, Planning**

Manager Much presented and discussed the Operating Report for November 1997. Some discussion was held concerning the history of loadings received from the City of Menasha and S.D. #4 from 1986 - 1997. Moved by Commissioner Jurgenson, seconded by Commissioner Cowling to accept the Operating Report for November 1997 and place it on file. Motion carried unanimously.

Manager Much updated the Commissioners on the status of the Digester Conversion. We are currently waiting for the heat exchangers to be delivered. The estimated delivery date will be in February. Manager Much also reported that the Digesters are operating at normal temperatures.

Manager Much discussed the progress of obtaining approvals for exempting Menasha Utilities from contractual commitment with the NMSC.


**Old Business**

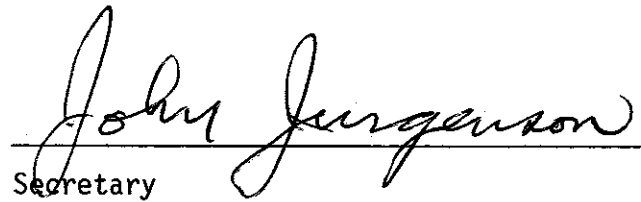
Manager Much reported to the Commission that the Commission still has not received the signed agreement from Mr. Gary Layendecker for the easement encroachment.

**Other Business**

Moved by Commissioner Gross, seconded by Commissioner Jurgenson to approve Operating Fund Vouchers #118606 thru #118665 in the amount of \$208,674.25 and Payroll Vouchers #19106 thru #19115 in the amount of \$7,880.64. Motion carried unanimously.

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

  
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 President

  
 \_\_\_\_\_  
 Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday, January 27, 1998

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

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

Moved by Commissioner Gross, seconded by Commissioner Cowling to approve the minutes of the meeting of December 16, 1997 and place them on file. Motion carried unanimously.

The following correspondence was discussed:

No correspondence was received.

No action taken on correspondence.

**Budget, Finance, Personnel**

McMahon invoice #32804, in the amount of \$252.00 for the Construction Phase Assistance of the Two Stage Thermo/Meso Digester and McMahon invoice #32803, in the amount of \$180.00 for the Bidding Phase of the Two Stage Thermo/Meso Digester Conversion were presented. Moved by Commissioner Jurgenson, seconded by Commissioner Helein to approve and pay McMahon invoice #32804, in the amount of \$252.00 and McMahon invoice #32803, in the amount of \$180.00. Motion carried unanimously.

Action Electric invoice #7349, in the amount of \$22,572.39 for electrical wiring in the blower building and the digester building for the Thermo/Meso Digester Conversion was presented. Moved by Commissioner Helein, seconded by Commissioner Jurgenson to approve and pay Action Electric invoice #7349, in the amount of \$22,572.39. Motion carried unanimously.

MCO invoice #4753, in the amount of \$47,103.88 for February 1998 was presented. Moved by Commissioner Jurgenson, seconded by Commissioner Cowling to approve and pay MCO invoice #4753 for February 1998, in the amount of \$47,103.88 on February 1, 1998. Motion carried unanimously.

Accountant Voigt presented and discussed the Financial Statements for November 1997 and December 1997. Moved by Commissioner Jurgenson, seconded by Commissioner Helein to accept the Financial Statements for November 1997 and December 1997 and ordered the report to be placed on file. Motion carried unanimously.

Accountant Voigt presented the MCO payback check for November and December.

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

**Operations, Engineering, Planning**

Manager Much presented and discussed the Operating Report for December 1997. Moved by Commissioner Jurgenson, seconded by Commissioner Zielinski to accept the Operating Report for December 1997 and place it on file. Motion carried unanimously.

Manager Much updated the Commissioners on the status of the Digester Conversion. The heat exchangers were delivered today, installation will begin. Installation is expected to be completed by the end of February. Any results from operating the converted digesters will not be seen for three (3) to four (4) months after start-up.

Manager Much discussed that our two attorneys who currently work for Boardman, Suhr, Curry and Field are resigning as of February 1, 1998. They are going to work for the firm Davis & Kuelthau, S.C. and requesting that we transfer our files for the Fox River cleanup over to the