

**TOWN OF NEENAH SANITARY DISTRICT #2
REGULAR MEETING
Meeting Agenda**

DATE: Tuesday, May 9, 2023

TIME: 7:00 pm

LOCATION: Town Hall, 1600 Breezewood Lane, Neenah

1. Call to Order
2. Open Forum
3. Approve April 11, 2023, Meeting Minutes
4. Discussion / Action:
 - a. Approve May 9, 2023, Vouchers and Bank Transactions
 - b. NMSC Report for April 2023
 - c. MCO Reports for April 2023
 - d. Accept proposal from MCC - \$24,690.00 for reconstruction of driveway that serves the pumphouse at 714 Milkweed Court.
 - e. Discussion and possible approval of connection charges applied to a new sewer lateral connection for 507 Vasser Lane.
 - f. Approval of Planned Maintenance Agreement with Total Energy Systems for Lift Stations 3 for maximum of \$3,236.00 for Year 1.
5. Old Business
 - a. LS3 Generator update
 - b. Permit Conditions – Revision
6. New Business
7. Future Meetings
 - a. Sanitary District #2 Meeting, Tuesday, June 13, 2023, 7:00 PM
 - b. Sanitary District #2 Meeting, Tuesday, July 11, 2023, 7:00 PM
8. Adjourn

Closed Session Contemplated: NO

NOTES: Upon request, reasonable auxiliary aids and services will be provided for disabled individuals. If accommodations are required, please provide adequate advance notice to the Town Deputy Clerk-Treasurer at (920) 886-7545.

A quorum of the Town of Neenah Board and other Commissions or Committees may attend the meeting noticed above however no official action will be taken by them.

Notice was posted on May 4, 2023 at www.townofneenah.com and at the posting board located at the Town of Neenah Municipal Building, 1600 Breezewood Lane.

Town of Neenah Sanitary District #2

Regular Meeting held at Town Hall, 1600 Breezewood Lane, Neenah, WI 54956
Tuesday, April 11, 2023

Present: President Daniel Osero, Commissioner Duane Sargent, Commissioner Steve Coburn

Also Present: Rob Franck, Ben Hamblin, Administrator-Clerk-Treasurer Ellen Skerke, Deputy Clerk-Treasurer Vicki Boushele.

Meeting called to order at 7:00 PM by President Osero.

Public Forum

- None

Approval of Minutes

Motion: D. Osero/S. Coburn to approve March 14, 2023, Sanitary District 2 meeting minutes.
Motion carried 3:0:0

Discussion / Action:

Vouchers, Payroll and Bank Transactions

Approve Vouchers and Bank transactions April 11, 2023,

Motion: S. Coburn / D. Sargent motion to approve April 11, 2023, vouchers, payroll and bank transactions
Motion carried 3:0:0

NMSC Report for March 2023

- S. Coburn
 - NMSC needs to find place to store waste. The vendor that currently hauls away, stores and spreads the bio-sludge on farmers' fields does not want to renew their contract. S. Coburn reported he sent an inquiry to the Town checking availability of any land the Town may still own. Are they willing to sell 2-3 acres to the Sanitary District to build a storage building for the sludge.
 - Phosphorus – waiting on Sonoco decision

MCO Report for March 2023

- R. Frank reviewed and reported on the service report for March 2023. Report is on file in Sanitary District #2 Office.
- R. Frank
 - High flows due to rain/snow melt
 - LS10 was only station without significant increase

Motion: D. Osero / D. Sargent to approve MCO report for March 2023
Motion carried 3:0:0

Old Business

- LS 3 – R. Frank provided update on status of the lift station.
 - Generator arrived – Lee's Contracting has set and anchored.
 - Pieper Electric is installing conduits and wiring to generator and peripheral equipment.
 - Anticipated start up April 19.

- Hard surface Groundwater lift stations pump house on Milkweed Ct.
 - B. Hamblin reported there is not much of a gravel base
 - ❖ Biggest expense will be asphalt
 - ❖ Estimates \$15,000 for the project (this may also tie in with a project with the Town). Ben to get some estimates where it comes in.

New Business

- 507 Vasser Lane
- Town of Clayton property off Breezewood Ln. is inquiring about sewer service. Redirect to Clayton as this is not TNSD2 project.

Future Meetings

- Sanitary District #2 Commissioner Meeting, Tuesday, May 9, 2023 at 7:00 p.m.
- Sanitary District #2 Commissioner Meeting, Tuesday, June 13, 2023 at 7:00 p.m.

Adjourn meeting:

Motion D. Osero / D. Sargent to Adjourn

Motion carried 3:0:0 Meeting adjourned at 8:45 PM.

Respectfully Submitted,

Victoria Boushele

Victoria Boushele

Town of Neenah Deputy-Clerk-Treasurer

Approved: Pending

Voucher List Authorization - May 9, 2023

Bank Transfer (Transaction List)

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Reason</u>
5/9/2023	Savings	Checking	\$ 75,000.00	05-09-2023 Vouchers
4/18/2023	Savings	Checking	\$ 5,000.00	City of Neenah Invoice
4/26/2023	Savings	14-Month CD	\$ 24,983.50	Refund check from NMSC

Check Detail:

<u>Accounts Payable:</u>	<u>Amount</u>	<u>Reason</u>
4/17/2023 City of Neenah	\$ 4,054.05	Payment approved (DO) Inv. Received after check run
	\$ 74,596.33	

Notification of new Vendorr:

<u>Payroll</u>	<u>Amount</u>
Gross Payroll	\$ -
Expense Reimbursement	\$ -
Total Gross w/ expense	\$ -
Net pay	\$ -

Deposit Detail

<u>Date</u>	<u>Where</u>	<u>To</u>	<u>Amount</u>	<u>Reason</u>
4/25/2023	Propsera	Savings	\$ 100.00	RE Inquiry requests
4/25/2023	Propsera	Savings	\$ 24,983.50	Refund check from NMSC

Paid via Bank Transfer:

Federal Tax/Medicare:	\$ -
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Bank Balances as of January 31, 2023

	<u>PROSPERA CU</u>
1016 Checking	\$ 4,555
1016 Membership	\$ 25
1025 General Savings	\$ 216,346
1030 Debt Service	\$ 26,591
1031 Debt Service - CD	\$ 125,951
1032 Savings - CD	\$ 755,709
1033 14-Month CD	\$ 24,984
1065 Replacement Fund	\$ 322,812
1075 Project Fund	\$ 50,469
1087 WI LGIP	\$ 206,966
TOTAL	\$ 1,734,407

Refund from NMSC for Sonoco prepayment for

Approval:

_____ Osero _____ Coburn _____ Sargent

5:04 PM
05/08/23

Town of Neenah Sanitary District #2
Check Detail
May 2023

Accounts Payable
\$ 74,596.33

Num	Date	Name	Memo	Account	Paid Amount
3128	05/10/2023	Amazon Web Services, Inc		1011 · Checking - Prospera (150)	
132141...	05/09/2023			6022 · GIS - Arc Reader	-8.70
TOTAL					-8.70
3129	05/10/2023	City of Neenah		1011 · Checking - Prospera (150)	
38737-...	05/09/2023		03-01-2023 - 04-01-2023 Billing period 03-01-2023 - 04-01-2023 Billing period 03-01-2023 - 04-01-2023 Billing period	6010-2 · Treatment - City of Nee... 6010-3 · Admin Fees 6010-1 · Conveyance	-3,274.39 -32.73 -1,964.48
TOTAL					-5,271.60
3130	05/10/2023	City of Neenah		1011 · Checking - Prospera (150)	
38739-...	05/09/2023		03-01-2023 - 04-01-2023 Billing period 03-01-2023 - 04-01-2023 Billing period	6010-2 · Treatment - City of Nee... 6010-3 · Admin Fees	-4,437.70 -43.94
TOTAL					-4,481.64
3131	05/10/2023	Diggers Hotline Inc.		1011 · Checking - Prospera (150)	
230 4 8...	05/09/2023		04-2023 Email fees - 49	6020 · Maint of collection system	-85.26
TOTAL					-85.26
3132	05/10/2023	Lee's Contracting & Fabric...		1011 · Checking - Prospera (150)	
24308	05/09/2023		LS 3	6026 · LS #3 Rehab	-29,469.00
TOTAL					-29,469.00
3133	05/10/2023	McMahon, Inc.		1011 · Checking - Prospera (150)	
930406	05/09/2023		Groundwater pumphouse driveway paving	6029 · Pumphouse at Sunset Te...	-1,498.80
930386	05/09/2023		LS3 building construction	6026 · LS #3 Rehab	-153.00
TOTAL					-1,651.80
3134	05/10/2023	MCO, Inc.		1011 · Checking - Prospera (150)	
29638	05/09/2023		Billable supplies	6020-2 · Monthly Contract	-11.28
TOTAL					-11.28
3135	05/10/2023	MCO, Inc.		1011 · Checking - Prospera (150)	
29600	05/09/2023		Services for perod ending 05-31-2023	6020-2 · Monthly Contract	-4,860.00
TOTAL					-4,860.00
3136	05/10/2023	Neenah Menasha Sewer Co...		1011 · Checking - Prospera (150)	
2023-059	05/09/2023		Charges based on measurements made during th...	6010-2 · Treatment - NMSC	-5,742.74
TOTAL					-5,742.74
3137	05/10/2023	Pieper Power, Inc.		1011 · Checking - Prospera (150)	
870334	05/09/2023		Electrical gear / parts, Generator & parts	6026 · LS #3 Rehab	-28,475.06
TOTAL					-28,475.06
3138	05/10/2023	Plummers Harbor Road		1011 · Checking - Prospera (150)	
04-26-2...	05/09/2023		2023 Dues	6020 · Maint of collection system	-500.00
TOTAL					-500.00

5:04 PM
05/08/23

Town of Neenah Sanitary District #2
Check Detail
May 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
3139	05/10/2023	Robert J. Immel Excavating...		1011 · Checking - Prospera (150)	
19931	05/09/2023		Generator on site from 9-13-22 to 4-20-23 - 217 da...	6026 · LS #3 Rehab	-9,350.00
TOTAL					-9,350.00
3140	05/10/2023	WE Energies		1011 · Checking - Prospera (150)	
071617...	05/09/2023			6015 · Utilities	-1,148.02
TOTAL					-1,148.02

Town of Neenah Sanitary District #2

Deposit Detail

April 25, 2023

Type	Num	Date	Name	Account	Amount
Deposit		04/25/2023		1025 - Savings - Prospera (125)	100.00
			NEW Title Services	4124 - Real Estate Inquiry Income	-20.00
			NEW Title Services	4124 - Real Estate Inquiry Income	-20.00
			First American Title Company	4124 - Real Estate Inquiry Income	-20.00
			First American Title Company	4124 - Real Estate Inquiry Income	-20.00
			Schmitt Title, LLC	4124 - Real Estate Inquiry Income	-20.00
TOTAL					-100.00
Deposit		04/25/2023		1025 - Savings - Prospera (125)	24,983.50
			Neenah Menasha Sewer Commission	4122 - Misc. Revenue	-24,983.50
TOTAL					-24,983.50