

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

**DATE:** Tuesday, January 9, 2024  
**TIME:** 7:00 p.m.  
**LOCATION:** Town Hall, 1600 Breezewood Lane, Neenah

1. Call to Order
2. Open Forum
3. Approve December 12, 2023, Meeting Minutes
4. Discussion / Action:
  - a. Approve January 4, 2024, Vouchers and Bank Transactions
  - b. NMSC Report for December 2023
  - c. MCO Reports for December 2023
  - d. Approve 2024 General Engineering Agreement with McMahon Associates Inc.
  - e. 2024-25 Glatfelter Public Entities Insurance renewal - Renewal Questionnaire
  - f. Discussion and possible action regarding contracting with an outside accounting firm to complete annual financial audits of the Town of Neenah Sanitary District #2 financial records.
5. Old Business
6. New Business
7. Future Meetings
  - g. Sanitary District #2 Meeting, Tuesday, February 13, 2024
  - h. Sanitary District #2 Meeting, Tuesday, March 12, 2024
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 January 4, 2024 at [www.townofneenah.com](http://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, December 12, 2022

**Present:** Commissioner Steve Coburn, Commissioner Duane Sargent.

**Absent:** Dan Osero, President

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

Meeting Called to order at 7:00 PM by Deputy Clerk-Treasurer Vicki Boushele.

Need nomination for someone to chair the meeting in Dan Osero's absence.

Motion: S. Coburn/ D. Sargent nominated Duane Sargent to act as chair for the meeting.

Motion carried: 2:0:0

### Open Forum

- None

### Approval of Minutes

**Motion:** S. Coburn / D. Sargent to approve November 14, 2023, Sanitary District 2 meeting minutes.

**Motion carried** 2:0:0.

### Discussion / Action:

#### **Vouchers, Payroll, and Bank Transactions**

*Approve Vouchers, Payroll, and Bank transactions December 12, 2023*

**Motion:** S. Coburn / D. Sargent motion to approve December 12, 2023, Vouchers, Payroll and Bank Transactions. Review of payment to MCC, invoiced more than contract. B. Hamblin is waiting for the supporting documents for the increase of the invoice. Approved to pay MCC not to exceed invoiced amount of \$26,653.31.

**Motion carried:** 2:0:0.

#### **NMSC Report for November 2023**

- S. Coburn Sonoco contract was presented. Will probably have to extend the date again to April but letting them know this is a drop-dead date.
- E. Skerke stated the Town Board has approved Steve Coburn to be re-appointed to the Neenah Menasha Sewer Commission for another 3-Year Term. The term will expire December 31, 2026.

#### **MCO Report for November 2023**

- R. Frank reviewed and reported on the service report for October 2023.
  - LS 2 / 3 flow is steady across.
  - LS 4 noticeable increase in early November corresponding to some rain.
  - Pumphouse – currently running once every 8-10 days.
  - LS 1, pump 1, impeller received.
  - Cumings lane – annual flow verification. Waiting for report.
  - LS 5 – common alarm, checked and everything appeared normal.

### Old Business

None

**New Business**

- Will the new driveway at Sunset Terrace need to be plowed? R. Frank responded it does, but they do not do that. V. Boushele will need to follow up on who will be plowing that.
- V. Boushele informed Commissioners insurance renewal will be coming up, questionnaire is being worked on and will be ready for review early January. Renewal is March 1, 2024.

**Future Meetings**

- Sanitary District #2 Regular Meeting, Tuesday, January 9, 2024, 7:00 p.m.
- Sanitary District #2 Regular Meeting, Tuesday, February 2024, 7:00 p.m.

**Adjourn meeting:**

Motion S. Coburn / D. Sargent to adjourn meeting.

Motion carried 2:0:0.

Meeting adjourned at 7:20 P.M.

Respectfully Submitted,

Victoria Boushele

Town of Neenah Deputy-Clerk-Treasurer

Approved: DRAFT – Pending approval

# Voucher List Authorization - January 1, 2024

## Bank Transfer (Transaction List)

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Reason</u>
1/9/2024	Savings	Checking	\$ 29,000.00	01-09-2024 Vouchers

## Check Detail:

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Reason</u>
<b>Accounts Payable:</b>				
12/14/2023	USPS		\$ 132.00	Stamps for invoicing
12/18/2023	MCC		\$ 25,653.31	Final invoice for driveway (approved 12-12-2023)
12/20/2023	McMahon		\$ 1,202.40	Hunters point, Rickers Bay

## Notification of new Vendorr:

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Reason</u>
<b>Payroll</b>				
	Gross Payroll		\$ 950.00	
	Expense Reimbursement		\$ 11.25	
	Total Gross w/ expense		\$ 961.25	
	Net pay		\$ 889.11	

## Deposit Detail

<u>Date</u>	<u>Where</u>	<u>To</u>	<u>Amount</u>	<u>Reason</u>
12/12/2023	Propsera	Savings	\$ 524.54	RE Inquiry / User fee
12/31/2023	Propsera	Savings	\$ 5,639.98	Interest - December 2023
	Propsera	Savings		
	Propsera	Savings		

## Paid via Bank Transfer:

Federal Tax/Medicare:	\$ -
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## Account balances as of January 9, 2024 - after requested transfers per this Voucher List

	<u>PROSPERA CU</u>	<u>Prospera CD</u>	<u>Total</u>
Checking	\$ 8,881		
Membership	\$ 25		
General Savings	\$ 128,371	\$ 663,433	\$ 791,804
Debt Service	\$ 27,392	\$ 130,076	\$ 157,468
** 14-Month CD (Sonoco)	\$ 25,779		
Replacement Fund	\$ 329,750		
Project Fund	\$ 51,131		
WI LGIP	\$ 214,382		
<b>TOTAL</b>	<b>\$ 785,711</b>	<b>\$ 793,509</b>	<b>\$ 1,579,220</b>

\*\*Refund from NMSC for Sonoco prepayment for construction project

## Approval:

\_\_\_\_\_ Osero      \_\_\_\_\_ Coburn      \_\_\_\_\_ Sargent

11:41 AM  
01/08/24

## Town of Neenah Sanitary District #2

### Check Detail

January 2024

Num	Date	Name	Memo	Account	Paid Amount
3225	01/09/2024	City of Neenah		1011 · Checking - Prospera (150)	
25252-01	01/09/2024		Billing period 11-01-2023 through 12-01-2024 Billing period 11-01-2023 through 12-01-2024	6010-1 · Conveyance - City of N... 6010-7 · Admin Fees	-8,915.57 -89.16
TOTAL					-9,004.73
3226	01/09/2024	City of Neenah		1011 · Checking - Prospera (150)	
25250-01	01/09/2024		Billing period 11-01-2023 through 12-01-2024 Billing period 11-01-2023 through 12-01-2024 Billing period 11-01-2023 through 12-01-2024	6010-3 · Treatment - City of Nee... 6010-7 · Admin Fees 6010-1 · Conveyance - City of N...	-3,250.85 -32.73 -2,034.49
TOTAL					-5,318.07
3227	01/09/2024	Diggers Hotline Inc.		1011 · Checking - Prospera (150)	
231 2 8...	01/09/2024		Email fees for December 2023	6020 · Maint of collection system	-31.32
TOTAL					-31.32
3228	01/09/2024	MCO, Inc.		1011 · Checking - Prospera (150)	
30235	01/09/2024		Professional services period ending 01/31/2024	6020-2 · Monthly Contract	-4,764.00
TOTAL					-4,764.00
3229	01/09/2024	Neenah Menasha Sewer Co...		1011 · Checking - Prospera (150)	
2024-003	01/09/2024		01-2024 Wastwater treatment - based on measure...	6010-2 · Treatment - NMSC	-4,687.31
TOTAL					-4,687.31
3230	01/09/2024	OmniSite		1011 · Checking - Prospera (150)	
93446	01/09/2024		Annual fee to monitor remote pumping stations/lift ...	6015 · Utilities	-2,900.00
TOTAL					-2,900.00
3231	01/09/2024	Town of Neenah		1011 · Checking - Prospera (150)	
2023-0...	01/09/2024		2023 Property tax bill - 1949 Cty Rd A	6020 · Maint of collection system	-50.00
2023-0...	01/09/2024		2023 Property Taxes - 539 Plummrs Harbor Rd	6020 · Maint of collection system	-100.00
2023-1...	01/09/2024		2023 Property Tax - 714 Milkweed Ct	6020 · Maint of collection system	-50.00
2023-0...	01/09/2024		2023 Property Tax - Bayvlew Rd	6020 · Maint of collection system	-100.00
TOTAL					-300.00
3232	01/09/2024	WE Energies		1011 · Checking - Prospera (150)	
017161...	01/09/2024		Inv. #4859055686	6015 · Utilities	-685.12
TOTAL					-685.12
3233	01/09/2024	Workhorse Software Servic...		1011 · Checking - Prospera (150)	
5668	01/09/2024		2024 Support for Special Assessments	6060 · Office supplies & expense	-700.00
TOTAL					-700.00
3234	01/09/2024	Amazon Web Services, Inc		1011 · Checking - Prospera (150)	
	01/09/2024			6022 · GIS - Arc Reader	-8.70
TOTAL					-8.70

**Town of Neenah Sanitary District #2**  
**Check Detail**  
January 2024

Num	Date	Name	Memo	Account	Paid Amount
3235	01/10/2024	Coburn, Steven		<b>1011 · Checking - Prospera (150)</b>	
				6050 · Admin & Gen salaries & ...	-200.00
				6050 · Admin & Gen salaries & ...	-100.00
				66000 · Payroll Expenses	-18.60
				24000 · Payroll Liabilities	18.60
				24000 · Payroll Liabilities	18.60
				66000 · Payroll Expenses	-4.35
				24000 · Payroll Liabilities	4.35
				24000 · Payroll Liabilities	4.35
TOTAL					-277.05
3236	01/10/2024	Osero, Danlel		<b>1011 · Checking - Prospera (150)</b>	
				6050 · Admin & Gen salaries & ...	-200.00
				6050 · Admin & Gen salaries & ...	-100.00
				6050 · Admin & Gen salaries & ...	-50.00
				6020 · Maint of collection system	-11.79
				66000 · Payroll Expenses	-21.70
				24000 · Payroll Liabilities	21.70
				24000 · Payroll Liabilities	21.70
				66000 · Payroll Expenses	-5.08
				24000 · Payroll Liabilities	5.08
				24000 · Payroll Liabilities	5.08
TOTAL					-335.01
3237	01/10/2024	Sargent, Duane R		<b>1011 · Checking - Prospera (150)</b>	
				6050 · Admin & Gen salaries & ...	-200.00
				6050 · Admin & Gen salaries & ...	-100.00
				66000 · Payroll Expenses	-18.60
				24000 · Payroll Liabilities	18.60
				24000 · Payroll Liabilities	18.60
				66000 · Payroll Expenses	-4.35
				24000 · Payroll Liabilities	4.35
				24000 · Payroll Liabilities	4.35
TOTAL					-277.05

## Town of Neenah Sanitary District #2

## Deposit Detail

December 2023

Type	Num	Date	Name	Account	Amount
Deposit		12/28/2023		1025 · Savings - Prospera (125)	524.54
			Guaranty Title Services, Inc.	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
			First American Title Company	4124 · Real Estate Inquiry Income	-20.00
Payment	52991	11/30/2023	Customers	12000 · Undeposited Funds	-300.00
Payment	1157	12/01/2023	James, Mark & Lisa	12000 · Undeposited Funds	-144.54
TOTAL					-524.54
Deposit		12/31/2023		1031 · 11-Mo CD Debt Svc Prospera(...)	520.71
				4152 · Interest earned - Debt Service	-520.71
TOTAL					-520.71
Deposit		12/31/2023		1033 · 14-Month CD - Prospera (053)	99.20
				4151 · Interest earned - bank accounts	-99.20
TOTAL					-99.20
Deposit		12/31/2023		1034 · Savings CD - Prospera (054)	2,655.78
				4151 · Interest earned - bank accounts	-2,655.78
TOTAL					-2,655.78
Deposit		12/31/2023		1025 · Savings - Prospera (125)	323.28
				4151 · Interest earned - bank accounts	-323.28
TOTAL					-323.28
Deposit		12/31/2023		1065 · Replacement - Prospera (126)	974.53
				4153 · Interest earned - Replacement	-974.53
TOTAL					-974.53
Deposit		12/31/2023		1075 · Project Acct. - Prospera (127)	85.84
				4151 · Interest earned - bank accounts	-85.84
TOTAL					-85.84
Deposit		12/31/2023		1011 · Checking - Prospera (150)	2.15
				4151 · Interest earned - bank accounts	-2.15
TOTAL					-2.15
Deposit		12/31/2023		1087 · WILGIP	975.49
				4151 · Interest earned - bank accounts	-975.49
TOTAL					-975.49

11:21 AM

01/08/24

Town of Neenah Sanitary District #2  
Payroll Liability Balances  
January 2024

Federal 145.36  
State 0

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	<u>BALANCE</u>
<b>Payroll Liabilities</b>	
Federal Withholding	0.00
Medicare Employee	13.78
Social Security Employee	58.90
Medicare Company	13.78
Social Security Company	58.90
WI - Withholding	0.00
Medicare Employee Addl Tax	0.00
<b>Total Payroll Liabilities</b>	<u><u>145.36</u></u>