

**TOWN OF NEENAH SANITARY DISTRICT #2  
REGULAR MEETING IMMEDIATELY FOLLOWING THE PUBLIC HEARING  
Meeting Agenda**

**DATE:** Tuesday, November 12, 2024  
**TIME:** 7:00 p.m.  
**LOCATION:** Town Hall, 1600 Breezewood Lane, Neenah

1. Call to Order
2. Open Forum
3. Approve October 8, 2024, Meeting Minutes
4. Discussion / Action:
  - a. Approve November 12, 2024, Vouchers and Bank Transactions
  - b. NMSC Report for October 2024
  - c. MCO Reports for October 2024
  - d. Cummins 3-Year Maintenance Agreement
  - e. MCO 2025 Contract
  - f. Approve proposal from Clifton Larsen Allen for audit services for 2024-2028 calendar year audits performed in 2025-2029
  - g. Resolution 2024-02 Approve Adoption of 2025 Sanitary District #2 Budget
  - h. Resolution 2024-03 Approve 2025 Fee Schedule / Acknowledgement fees remain the same
  - i. Resolution 2024-04 Approve 2025 Compensation Schedule / Acknowledgement compensation remain the same.
5. Old Business
6. New Business
7. Future Meetings
  - a. Sanitary District #2 Meeting, Tuesday, January 14, 2025
  - b. Sanitary District #2 Meeting, Tuesday, February 11, 2025
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 November 7, 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, October 8, 2024

**Present:** President, Dan Osero, Commissioner Steve Coburn, Commissioner Duane Sargent

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

Meeting Called to order at 7:10 by President Osero

### Open Forum

- None

### Approval of Meeting Minutes September 9, 2024

**Motion:** S. Coburn / D. Sargent motion to approve minutes from the September 10, 2024, Sanitary District 2 meeting minutes.

**Motion carried** 3:0:0.

### Discussion / Action:

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

Approve Vouchers, Payroll, and Bank transactions October 8, 2024

**Motion:** D. Osero / D. Sargent motion to approve the August 13, 2024, Vouchers and Bank transactions

**Motion carried:** 3:0:0.

#### **NMSC Report for September 2024**

- S. Coburn reported:
  - Sonoco has requested a meeting with NMSC.

#### **MCO Report for September 2024**

- R. Franck reviewed and reported on September activities.
  - Lift Station 3 annual maintenance completed.
  - Pumphouse recycling every other day.
  - Wet well cleanings completed 10-7-2024

#### **City of Neenah**

Sanitary District Interceptor project. Gerry Kaiser sent email that final invoice to be sent early October

#### **Lift Station 4**

- Driveway – should be on north side
- Driveway in partnership with utility company. Find out who it is.
- Plowing – review Keepers invoices

**Old Business**

**Lift Station 5**

Ben Hamblin

- Preliminary plans being prepared for review
- Next steps: ask Mr. Mathison in to discuss and review plan, CSM, Plan Commission for review/approval

**New Business**

Rickers Bay – repaving, manholes checked and are acceptable

**Future Meetings**

- Sanitary District #2 Tuesday, November 12, 2024, Public Hearing for Adopting the 2025 Budget and Regular Meeting immediately following the Public Hearing, 7:00 p.m.
- Sanitary District #2 Regular Meeting, December 10, 2024, 7:00 p.m.

**Adjourn meeting:**

**Motion:** S. Coburn/D. Sargent to adjourn meeting – 8:15 p.m.

Respectfully Submitted,

*Victoria Boushele*

Victoria Boushele

Town of Neenah Deputy-Clerk-Treasurer

Approved: *Pending*

# Voucher List Authorization - November 12, 2024

**Bank Transfer (Transaction List)**

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Reason</u>
11/13/2024	Savings	Checking	\$ 35,000.00	11-12-2024 vouchers
	Savings	Checking		

**Check Detail:**

Accounts Payable:	\$ 30,710.72
Payments added	

**Notification of new Vendorr:**

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

**Deposit Detail**

<u>Date</u>	<u>Where</u>	<u>To</u>	<u>Amount</u>	
10/31/2024	Propsera	Savings	\$ 542.74	Interest earned
10/31/2024	Propsera	Checking	\$ 10.87	Interest earned
10/31/2024	Propsera	Debt Svc	\$ 556.84	Interest earned
10/31/2024	Propsera	Replacement	\$ 1,354.94	Interest earned
10/31/2024	Propsera	LGIP	\$ 3,936.99	Interest earned

**Paid via Bank Transfer:**

Federal Tax/Medicare:

**Account balances as of November 12, 2024 - after requested transfer per this Voucher List**

	<u>PROSPERA CU</u>	<u>Prospera CD</u>	<u>WI LGIP</u>	<u>Total</u>
Checking	\$ 37,462			
Membership	\$ 25			
General Savings	\$ 128,065		\$ 783,926	
Debt Service	\$ 22,754	\$ 133,922		\$ 156,676
Replacement Fund	\$ 47,291	\$ 309,050	\$ 162,098	\$ 356,341
<b>TOTAL</b>	<b>\$ 235,597</b>	<b>\$ 442,972</b>	<b>\$ 946,023</b>	<b>\$ 1,624,592</b>

**Approval:**

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

2:02 PM  
11/11/24

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

Num	Date	Name	Memo	Account	Paid Amount
<b>3360</b>	<b>11/12/2024</b>	<b>Amazon Web Services, L...</b>		<b>1011 · Checking - Prospera ...</b>	
14009...	11/12/2024		October 2024	6022 · GIS - Arc Reader	-8.70
TOTAL					-8.70
<b>3361</b>	<b>11/12/2024</b>	<b>City of Neenah</b>		<b>1011 · Checking - Prospera ...</b>	
25252-...	11/12/2024		Billing period 09-01-2024 to 10-01-2024 Billing period 09-01-2024 to 10-01-2024	6010-1 · Conveyance - City o... 6010-7 · Admin Fees	-2,617.44 -26.17
TOTAL					-2,643.61
<b>3362</b>	<b>11/12/2024</b>	<b>City of Neenah</b>		<b>1011 · Checking - Prospera ...</b>	
25250-...	11/12/2024		Billing period 09-01-2024 to 10-01-2024 Billing period 09-01-2024 to 10-01-2024 Billing period 09-01-2024 to 10-01-2024 Correction for billing period 07-01-2024 to 08-... Correction for billing period 07-01-2024 to 08-...	6010-3 · Treatment - City of ... 6010-7 · Admin Fees 6010-1 · Conveyance - City o... 6010-3 · Treatment - City of ... 6010-1 · Conveyance - City o...	-1,294.96 -32.73 -1,280.68 -286.78 -196.85
TOTAL					-3,092.00
<b>3363</b>	<b>11/12/2024</b>	<b>Crane Engineering</b>		<b>1011 · Checking - Prospera ...</b>	
46986...	11/12/2024		LS 8 - Replacement	6023 · Replacements-Equip/...	-10,948.00
TOTAL					-10,948.00
<b>3364</b>	<b>11/12/2024</b>	<b>Diggers Hotline Inc.</b>		<b>1011 · Checking - Prospera ...</b>	
241 0 ...	11/12/2024		Email fees for October 2024	6020 · Maint of collection syst...	-73.08
TOTAL					-73.08
<b>3365</b>	<b>11/12/2024</b>	<b>Great Lakes TV and Seal...</b>		<b>1011 · Checking - Prospera ...</b>	
23032	11/12/2024		Lift station cleaning - 8, 9, 6, 2, 1, 4, 3	6021 · Inflow & Infiltration	-3,895.00
TOTAL					-3,895.00
<b>3366</b>	<b>11/12/2024</b>	<b>MCO, Inc.</b>		<b>1011 · Checking - Prospera ...</b>	
31186	11/12/2024		Professional services for period ending 11/30/...	6020-2 · Monthly Contract	-4,764.00
TOTAL					-4,764.00
<b>3367</b>	<b>11/12/2024</b>	<b>Neenah Menasha Sewer ...</b>		<b>1011 · Checking - Prospera ...</b>	
2024-2...	11/12/2024		Chares based on measurements made during...	6010-2 · Treatment - NMSC	-1,997.57
2024-2...	11/12/2024		Sludge storage bldg loan	6010-2 · Treatment - NMSC	-377.00
TOTAL					-2,374.57
<b>3368</b>	<b>11/12/2024</b>	<b>OmniSite</b>		<b>1011 · Checking - Prospera ...</b>	
96679	11/12/2024		Replacement batteries for lift stations	6023 · Replacements-Equip/...	-418.83
TOTAL					-418.83

2:02 PM  
11/11/24

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

Num	Date	Name	Memo	Account	Paid Amount
3369	11/12/2024	PJ Kortens & Company, ...		1011 · Checking - Prospera ...	
10025...	11/12/2024		Replacement for failed transducer at pumpho...	6023 · Replacements-Equip/...	-1,430.65
TOTAL					-1,430.65
3370	11/12/2024	Robert J. Immel Excavat...		1011 · Checking - Prospera ...	
20493	11/12/2024		Balance due from invoice 20493	6021 · Inflow & Infiltration	-500.00
TOTAL					-500.00
3371	11/12/2024	WE Energies		1011 · Checking - Prospera ...	
07161...	11/12/2024			6015 · Utilities	-589.28
TOTAL					-589.28

12:10 PM

11/11/24

### Town of Neenah Sanitary District #2

## Deposit Detail

October 2024

Type	Num	Date	Name	Account	Amount
Deposit		10/31/2024		1087 · WI LGIP	3,936.99
				4151 · Interest earned - bank accou...	-3,936.99
TOTAL					-3,936.99
Deposit		10/31/2024		1025 · Savings - Prospera (125)	542.74
				4151 · Interest earned - bank accou...	-542.74
TOTAL					-542.74
Deposit		10/31/2024		1065 · Replacement - Prospera (1...	69.62
				4153 · Interest earned - Replacement	-69.62
TOTAL					-69.62
Deposit		10/31/2024		1011 · Checking - Prospera (150)	10.87
				4151 · Interest earned - bank accou...	-10.87
TOTAL					-10.87
Deposit		10/31/2024		1040 · Replacement Fund CD (10...	1,285.02
				4153 · Interest earned - Replacement	-1,285.02
TOTAL					-1,285.02
Deposit		10/31/2024		1041 · Debt Service CD (1001)	556.84
				4152 · Interest earned - Debt Service	-556.84
TOTAL					-556.84