

NEENAH-MENASHA SEWERAGE COMMISSION

Public Hearing & Regular Meeting

Tuesday, September 22, 2026 – 8:000 A.M.

101 Garfield Avenue, Menasha, WI 54952

AGENDA

1. **ROLL CALL**
2. **PUBLIC HEARING TO RECEIVE COMMENTS ON THE 2027 NMSC BUDGET PROPOSED.**
 - A. Comments and Discussion on Proposed 2027 NMSC Budget
 - B. Motion to adjourn the Public Hearing and reconvene into open session
3. **APPROVAL OF MINUTES**
 - A. August 25, 2026, Regular Meeting
4. **CORRESPONDENCE**
 - A. September 15, 2026, email from Troy Huebner, Sonoco/U.S. Paper Mills to Paul Much, Plant Manager
RE: August Update - Sonoco Pretreatment Project
 - B. September 16, 2026, email from Troy Beyer, Galloway Company to Paul Much, Plant Manager
RE: Compliance Order Status Update
5. **OLD BUSINESS**
6. **NEW BUSINESS**
 - Operations, engineering matters -
 - A. McMahon Associates Report – Update and discussion on the following projects with potential action to be taken based on discussions held:
 1. Phosphorus Removal Project
 - B. McMahon Invoice(s)

#944357	Facilities Plan Amendment	\$73,282.00
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 - C. Discussion and potential action on Effluent Pump 1 repair
 - D. Discussion and potential action on Technology Risk Assessment
 - E. Operating Report for August 2026
 1. Operating Report
 2. Equipment and Grounds Report
 - Budget, finance matters -
 - F. Accounting Report for August 2026
 1. Financial Statements
 2. Cash & Investment Report

- G. Update and discussion on contract renewal for the Wastewater Service Agreement between Sonoco/U.S. Paper Mills and the NMSC; with potential action(s) to be taken on matters discussed.
- H. MCO Invoices.
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|--------|----------------------------------|---------------|
| #33196 | October 2026 Contract Operations | \$ 157,056.68 |
| #33254 | Use of MCO Vehicles – August | \$ 377.72 |
- I. Vouchers – Operating and Payroll Vouchers #141758 thru #141794 in the amount of \$475,351.16 for the month of August 2026.
- J. Proposed 2027 NMSC Budget – Discussion on and potential action for approval

7. ADJOURNMENT

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday, August 25, 2026

Meeting was called to order by Commission President Mach at 8:00 a.m.

Present: Commissioners Steve Coburn, Corey Gordon, Anthony Mach, Jenny Pagel, Greg Weyenberg, Dale Youngquist, Raymond Zielinski; Manager Paul Much; Accounting Clerk Melissa Starr.

Also Present: Rob Franck (MCO); Chad Olsen (McMahon); Roger Voigt (MCO)

Minutes

Meeting minutes. Motion made/seconded by Commissioners Zielinski/Coburn to approve the minutes from the August 4, 2026, Regular Meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

- August 18, 2026, email from Troy Huebner, Sonoco/U.S. Paper Mills to Paul Much, Plant Manager.
RE: July Update – Sonoco Pretreatment Project

Old Business

There was no old business to be discussed.

New Business

Operations, Engineering, Planning

McMahon Associates Report.

Chad Olsen provided an update on the Filter Addition Project. Plans and specs are being developed and will need to be submitted to the DNR by September 30th. To be eligible for Clean Water Funding, Plans and Specs and the CWF applications need to be submitted, and the Facility Plan Amendment (FPA) needs to be approved by the DNR, all by September 30th. The FPA was submitted in September of 2025, and review comments were just received on August 24, 2026. Copies were distributed to commissioners at the meeting. He stated that it is unfortunate that it took so long, but we will work on addressing them as soon as possible.

McMahon Invoices

Motion made/seconded by Commissioners Youngquist/Coburn to approve payment of invoice #944050, Total Phos Project-Design Services, in the amount of \$26,360.00. Motion carried unanimously.

HACH Filtrax/Phosphax Analyzer Service Agreement Renewal. A motion was to discuss was made/seconded by Commissioners Weyenberg/Coburn. Rob Franck reported a slight increase in costs over last year; however, they have provided dependable service over the years. Discussion followed. After discussion, a motion was made/seconded by Commissioners Weyenberg/Coburn to approve renewal of the HACH Filtrax/Phosphax Analyzer Service Agreement. Motion carried unanimously.

Rathke Service, LLC Renewal. A motion to discuss was made/seconded by Commissioners Coburn/Youngquist. Rob Franck reported no increase in rates for 2027. He shared that they have provided service for the last four years and have performed well. Discussion followed. After discussion, a motion was made/seconded by Commissioners Coburn/Youngquist to approve the renewal with Rathke Service, LLC. Motion carried unanimously.

WIMS Premier Renewal.

A motion to discuss was made/seconded by Commissioners Coburn/Weyenberg. Rob Franck reported the WIMS Premier software has been working well. Discussion followed. After discussion, a motion was made/seconded by Commissioners Coburn/Weyenberg to approve the WIMS Premier renewal. Motion carried unanimously.

Effluent Pump 1 and Motor Rebuild.

A motion to discuss was made/seconded by Commissioners Coburn/Weyenberg. Rob Franck reported a change regarding the Effluent Pump #1 and motor rebuild that was approved back in April. Once the pump and motor were inspected, it was determined that the motor needs to be replaced instead of rebuilt. We received two quotes for the new motor and Rob recommends approval for the Badger Electric motor in the amount of \$21,215. He stated that he is waiting for the pricing for the pump rebuild and should have that available for approval at the next meeting. After discussion, a motion was made/seconded by Commissioners Mach/Gordon to approve the purchase of a new Badger Electric motor for \$21,215 in lieu of a full rebuild. Motion carried unanimously.

Operating Report. Manager Much reported the plant did not have violations following the tornado last month and noted the extra efforts by plant staff.

Equipment & Grounds Report – Rob Franck provided additional details on; completed items included the effluent gate actuator replacement, Plant Drain building power monitoring, and annual generator maintenance. The aeration basin diffuser replacements will be completed 8/20 when basin 9 is scheduled to be done. Service door replacements should be done this fall, and he is currently working on getting estimates. He further shared that once the power was restored after the tornado some electronics did not come back on, and had failed. He is working with staff to determine costs related to the tornado and will have updated numbers this week. The lower bearing assembly replacement for Screw Pump 1 is estimated to arrive 9/16.

Budget, Finance, Personnel

Financial Statements. Accounting Clerk Starr reported on the July financial statements; the month of July is showing a net operating loss and MCO generated approximately \$8,692 in additional revenue for the Commission. Interest rates continue to decrease slowly for the LGIP and ICS CDARS accounts. The year-to-date net operations are tracking okay so far, however, will keep an eye on it as we get closer to the end of the year.

Wastewater Service Agreement between Sonoco/U.S. Paper Mills and the NMSC. Manager Much reported no update at this time.

MCO Invoices. A motion was made/seconded by Commissioners Coburn/Weyenberg to approve for payment MCO invoice #33114, and #33161 in the amounts of \$157,056.68, and \$576.72, respectively with payment to be made after August 1, 2026. Motion carried unanimously.

Vouchers. A motion was made/seconded by Commissioners Coburn/Zielinski to approve Operating and Payroll Vouchers #141716 through #141757 in the amount of \$424,668.36 for the month of July 2026. Motion carried unanimously.

NMSC Draft 2027 Budget. A motion to discuss was made/seconded by Commissioners Coburn/Weyenberg. President Mach began the discussion regarding the increasing cost of chemicals. He shared that Neenah is working with other communities to create a bidding consortium for chemicals and explained that bidding could result in lower prices for those involved. It was shared that the Commission did participate in a consortium in past years. Commissioners agreed that would be a good option to help reduce costs. Discussion followed. After discussion, the motion/second made by Commissioners Coburn/Weyenberg carried unanimously to approve the draft budget as distributed and to schedule a Public Hearing on September 22, 2026, at 8:00 am to receive comment on the 2027 Proposed Budget immediately prior to the Regular Meeting.

Adjournment

Motion made/seconded by Commissioners Coburn/Zielinski to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:53 a.m.

President

Secretary