

# NEENAH-MENASHA SEWERAGE COMMISSION

## Public Hearing & Regular Meeting

Tuesday, September 23, 2025 – 8:000 A.M.

101 Garfield Avenue, Menasha, WI 54952

### AGENDA

1. **ROLL CALL**
2. **PUBLIC HEARING TO RECEIVE COMMENTS ON THE 2026 NMSC BUDGET PROPOSED.**
  - A. Comments and Discussion on Proposed 2026 NMSC Budget
  - B. Motion to adjourn the Public Hearing and reconvene into open session
3. **PUBLIC FORUM**
4. **APPROVAL OF MINUTES**
  - A. August 26, 2025, Regular Meeting
  - B. September 16, 2025, Special Meeting
5. **CORRESPONDENCE**
  - A. September 2025, email from Troy Huebner, Sonoco/U.S. Paper Mills to Paul Much, Plant Manager  
RE: August Update - Sonoco Pretreatment Project
6. **OLD BUSINESS**
  - A. Discussion on electrical feed replacements for the Digester and RAS buildings with potential action to be taken based on discussion held
  - B. Discussion on the Plant Drain building hot water loop replacement with potential action to be taken based on discussion held
  - C. Discussion on the proposed Administrative Compliance Order for Galloway Co. with potential action to be taken based on discussion held
7. **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 & UV Disinfection Equipment
  - B. Discussion of potential water quality trading to meet future Phosphorus limits with potential action(s) to be taken on matters discussed.
  - C. McMahon Invoice(s)

#939989	Facilities Plan Amendment	\$4,620.00
#940353	Facilities Plan Amendment	\$3,850.00
  - D. Operating Report for August 2025
    1. Operating Report
    2. Equipment and Grounds Report

- **Budget, finance matters** -

- E. Accounting Report for August 2025
  - 1. Financial Statements
  - 2. Cash & Investment Report
- F. 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.
- G. MCO Invoices.

#32091	October 2025 Contract Operations	\$ 151,757.34
#32142	Use of MCO Vehicles – August	\$ 478.80
- H. Vouchers – Operating and Payroll Vouchers #141208 thru #141253 in the amount of \$537,607.45 for the month of August 2025
- I. Proposed 2026 NMSC Budget – Discussion on and potential action for approval

**8. ADJOURNMENT**

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday, August 26, 2025

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

**Present:** Commissioners Brandon Barlow, Steve Coburn, Corey Gordon, Anthony Mach, Greg Weyenberg, Raymond Zielinski; Manager Paul Much; Accounting Clerk Melissa Starr.

**Also Present:** Kevin Beauchamp (Galloway); Troy Beyer (Galloway); Rob Franck (MCO); Emily Franklin (MCO); Anthony Kappell (McMahon); Troy Youngbauer (Galloway)

**Excused:** Dale Youngquist

## Public Forum

No one was in attendance for the Public Forum.

## Minutes

**Meeting minutes.** Motion made/seconded by Commissioners Gordon/Zielinski to approve the minutes from the July 22, 2025, Regular Meeting. Motion carried unanimously.

## Correspondence

The following correspondence was discussed:

- August 20, 2025, 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

**Potential Financing Options for the Plant Upgrade.** President Mach shared that Brad Viegut was unable to attend as planned and asked for a motion to remove from the agenda. Motion made/seconded by Commissioners Weyenberg/Coburn to remove item A from the agenda. Motion carried unanimously.

**Galloway's Existing BOD and TSS Pretreatment Limits and Steps to Meet Them.** A motion to discuss was made/seconded by Commissioners Coburn/Gordon. Manager Much reported that he and President Mach had met with Galloway representatives regarding their limits and let them know their request for a change in their existing BOD and TSS limits would require Commission approval. Galloway representatives were in attendance and shared initiatives they are implementing to help meet limits, and areas in which they are experiencing setbacks. They explained that they are looking at expanding which would increase their loading, and they are looking for leniency while they work to effectively manage and treat their waste water for the short and long-term. Manager Much and Pretreatment Coordinator Franklin met with DNR

representatives to determine options for such a situation. DNR representatives stated a compliance schedule would need to be established to avoid stepping up enforcement on the industry. Manager Much shared that the plant is at design capacity, so Galloway needs to work with an engineer to determine what increase of their existing limits is needed which will then be presented to the Commission for discussion. Discussion followed. After discussion, a motion was made/seconded by Commissioners Coburn/Weyenberg to allow a 3-month compliance schedule period and then come back and determine next steps. Motion carried unanimously.

**McMahon Associates Report.** Phosphorus Removal/UV Disinfection Project – Tony Kappell shared the current cost estimate for the Phosphorus Removal/UV Disinfection Project is \$35 million. The cloth disc filter system is recommended based on lower cost and less maintenance. He explained the costs have increased since the last estimate, and a draft will be available for the next meeting.

***Sewer Extension Requests.***

*Forest Ridge located in the Village of Harrison* – Manager Much recommended approval of the sewer extension request for Forest Ridge. Motion made/seconded by Commissioner Barlow/Weyenberg to approve the sewer extension request for Forest Ridge located in the Village of Harrison. Motion carried unanimously.

*Homestead Acres a Condominium located in the Town of Neenah* – Manager Much recommended approval of the sewer extension request for Homestead Acres a Condominium. Motion made/seconded by Commissioner Weyenberg/Coburn to approve the sewer extension request for Homestead Acres, a Condominium located in the Town of Neenah. Motion carried unanimously.

**HACH Filtrax/Phosphax Analyzer Service Agreement Renewal.** Rob Franck reported how Hach does four visits a year to service the analyzer and how important the process and data are for the upcoming project. He also noted that the cost did not increase. 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.

**Budgeted Electrical Feeds.** A motion to discuss was made/seconded by Commissioners Coburn/Zielinski. Rob Franck reported the conduits between the Plant Drain and Digester buildings need to be replaced, which was budgeted for 2025 (\$180,000). He explained estimates were received from competing contractors to determine the 2025 budget amount. However, the area where the conduits enter the Digester building are encased in concrete and there is no separation between the building and the trench concrete. Both contractors were contacted for follow-up proposals and only one responded. Peiper Electric's proposal (\$168,450) includes: providing temporary feeds to the digester and RAS buildings, installing new conduits in the digester building basement to the MCC areas of the digester building, installing new conduits to the west end of the digester building for the RAS building feeds, removal of existing conductors, and installation of new conductors. After discussion, a motion to proceed with the budgeted replacement of the Digester & RAS building power feeds was made/second by Commissioners Coburn/Weyenberg. Motion carried unanimously.

**Equipment Summary.** A motion to discuss was made/seconded by Commissioners Coburn/Weyenberg. Rob Franck explained that several budgeted and unbudgeted issues arose since the last meeting which prompted him to create a list summarizing the larger items that need to be addressed. He reported the following:

- Unbudgeted failure of Screw Pump #4: The failure occurred on July 31<sup>st</sup> and was identical to the failure of Screw Pump #2 which occurred back in 2012. The repair cost (\$152,731) that was provided by Crane Engineering, which was tentatively approved by President Mach due to the 6–8-week lead time. Once Screw Pump #4 is repaired, there are two remaining screw pumps that could potentially experience the same stub shaft failures. Given the 6–8-week lead time, spare upper and lower assemblies could be purchased for the two remaining pumps (\$80,235 for both plus freight) which would allow for a shorter repair timeframe upon failure of either pump.
- Unbudgeted Centrate Manhole Repair (\$6,895): The condition of the concrete degraded substantially from last year. Completed per President Mach's approval to align with the contractor's schedule and the SE digester being out of service which allowed for suspension of Centrate flow to the manhole
- Unbudgeted Service Building air conditioner failure (\$14,000): The coil in the rooftop condenser unit of the Service building had a leak and attempts to repair it were unsuccessful. There was a 3-week lead time so President Mach approved its replacement which should be completed 8/26
- Unbudgeted Aeration Basin #1: Main valve actuator failure repair cost (\$3,271) vs. replacement cost (\$8,128), seeking approval for repair of main valve actuator
- Unbudgeted Diffuser Replacements: Replacements for basins 1,2, and 3 went very well, and there is a potential for completing two more basins this year (\$11,796 total)
- Budgeted for 2025: Influent Submersible Pump replacement (\$335,000). The Flygt influent submersible pump was installed in the late 1980s and rebuilt in 2012 and 2018. The pump is now 35 years old, and parts are no longer available. Lead time is estimated at 24 weeks and would likely require up-front payment, with installation occurring around late spring 2026.
- Unbudgeted Electric Heater for Odor Control Building (\$2,000): There is a 3" gas line section that is routed underground between buildings. A section of this line was open during an excavation and found to be corroding. As a single unit heater in the Odor Control building is the only load on this 3" gas line, it is more feasible to replace the unit heater rather than excavate that long distance for a new line. The old gas line will be abandoned.
- Digester Cover: the insulation and protective coating of the two south digesters is deteriorating, and both have areas open to the elements. Estimates were provided to either repair the areas of failed insulation (\$27,050) or completely remove the insulation and re-install new foam to the covers (\$58,130). Rob recommends completing the entire

cover to allow us to visually evaluate the condition of the covers. If budgeted for 2026, costs will need to be adjusted up (estimate \$61,000).

After discussion, a motion was made/seconded by Commissioners Coburn/Weyenberg to approve the following: Centrate manhole repair in the amount of \$6,895; Service Building Air Conditioner Coil in the amount of \$14,000; Aeration Basin #1 Main Valve Actuator repair in the amount of \$3,271; Diffuser replacements for two Aeration Basins in the amount of \$11,796; Influent Submersible Pump replacement in the amount of \$335,000; Electric Heater for Odor Control Building in the amount of \$2,000, and to approve the following items be added to the 2026 budget: Upper and lower assemblies for two remaining screw pumps in the amount of \$80,235 plus freight, and Digester Cover removal and re-installation of foam in the amount of \$61,000. Motion carried unanimously.

**Operating Report.** Manager Much reported the plant influent Mercury is elevated. Inspections of dental offices has been completed for the year, and we continue to speak with area businesses.

**Equipment & Grounds Report** – Rob Franck provided additional details on; Extended overnight operations on 7/17-7/18 due to 2.25" of rain in 4 hours. SE Digester cleaning has been completed by FSO. They ran into many rags which resulted in extra time and cleaning. He mentioned that fine screens may need to be addressed during the upgrade to help with rags. The final clarifier inspections are ongoing, and the first of four is now complete.

#### Budget, Finance, Personnel

**Financial Statements.** Accounting Clerk Starr reported on the July financial statements; the month of July is showing a net operating income and MCO generated approximately \$6,800 in additional revenue for the Commission. Interest rates remained consistent for the month of July at 4.36% for the LGIP and ICS CDARS accounts. Commissioner Barlow asked about the year-to-date net operating income and whether rates will be adjusted. Clerk Starr stated it is likely the rates will be reduced like last year, however, she will take a closer look and have a recommendation for the next meeting.

**Wastewater Service Agreement between Sonoco/U.S. Paper Mills and the NMSC.** Manager Much reported that Attorney Wishart is currently reviewing the agreement.

**MCO Invoices.** A motion was made/seconded by Commissioners Coburn/Zielinski to approve for payment MCO invoice #32006, and #32052 in the amounts of \$151,757.34, and \$321.30, respectively with payment to be made after August 1, 2025. Motion carried unanimously.

**Vouchers.** A motion was made/seconded by Commissioners Coburn/Zielinski to approve Operating and Payroll Vouchers #141166 through #141207 in the amount of \$341,399.69 for the month of July 2025. Motion carried unanimously.

**NMSC Draft 2026 Budget.** A motion to discuss was made/seconded by Commissioners Gordon/Coburn. President Mach began the discussion by reiterating that the Upper and lower assemblies for the two remaining screw pumps in the amount of \$80,235 plus freight, and the Digester Cover removal and re-installation of foam in the amount of \$61,000 would be added to the 2026 budget. He also asked about Security Services and whether those funds could be better

utilized. Rob Franck explained the previous Commissions preferred to have someone on site 24/7, and it was more cost effective to hire a security firm versus staffing with certified operators or full-time staff. President Mach asked Manager Much to check with the Commission's insurance representative to determine whether there is a discount for having security or penalty for not having it, which will help with budgeting for next year. It was further discussed that review of SCADA and security measures would need to be completed to determine what changes or added equipment may be needed to effectively monitor the plant if no one is on site. These changes could be addressed during the upcoming project. After discussion, the motion/second made by Commissioners Gordon/Coburn carried unanimously to approve the draft budget as adjusted and to schedule a Public Hearing on September 23, 2025, at 8:00 am to receive comment on the 2026 Proposed Budget immediately prior to the Regular Meeting.

**Adjournment**

Motion made/seconded by Commissioners Coburn/Weyenberg to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 10:00 a.m.

---

President

---

Secretary

# NEENAH-MENASHA SEWERAGE COMMISSION

## Special Meeting

Tuesday, September 16, 2025

Special Meeting was called to order by Commission President Mach at 8:01 a.m.

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

**Also Present:** Andy Kahl (Neenah), Gerry Kaiser (Neenah), Dawn Merlin (McMahon), Chad Olsen (McMahon), Chad Pelishek (Harrison), Jeremy Searl (Fox Crossing), Alissa Van Eperen (Harrison), Brad Viegut (Baird), Roger Voigt (MCO)

President Mach thanked everyone for attending and introductions were made.

Brad Viegut of Baird presented two financing scenarios he put together for the commission based on the information provided. He went through each scenario and shared insight as to how it may impact the project and considerations to bear in mind as we move forward. Chad Olsen and Dawn Merlin shared the information they put together regarding the Clean Water Fund (CWF) loan, and steps to take to determine eligibility for the funds. Engineer Olsen anticipates construction to begin around the third quarter of 2027; therefore, communities must have the Intent to Apply paperwork submitted by this October. Discussion followed. After discussion, President Mach asked commissioners to take time to review and discuss the information with their community members and be prepared to take action at next month's meeting.

Motion made/seconded by Commissioners Weyenberg/Coburn to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:51 a.m.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary