

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday February 24, 2026 - 8:00 A.M.

101 Garfield Avenue, Menasha WI 54952

### AGENDA

#### 1. ROLL CALL

#### 2. APPROVAL OF MINUTES

- January 27, 2026, Regular Meeting

#### 3. CORRESPONDENCE

- February 12, 2026, email from Troy Huebner, Sonoco/U.S. Paper Mills to Paul Much, Plant Manager  
RE: Sonoco ETP February Update
- February 17, 2026, email from Troy Beyer, Galloway Company to Paul Much, Plant Manager  
RE: Formal Notice of Potential Expansion

#### 4. OLD BUSINESS

#### 5. NEW BUSINESS

##### - Operations, engineering matters -

- A. Sewer Extension Request for GEM Family LLC, located in the Village of Harrison
- B. 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
  - 2. McMahon Associates, Inc. updated proposal for design services for the Tertiary Treatment for P Removal and Effluent Flow Monitoring
  - 3. Review of geotechnical services quotations for the Tertiary Treatment Addition with possible action for award
  - 4. McMahon Associates, Inc. no fee proposal for review of submittal for emergency submersible influent pump
- C. Discussion on financing and funding for NMSC phosphorus upgrade project
- D. Discussion and potential action on Johnson Controls quote for annual CCTV licensing
- E. Discussion and potential action on the 3-year standby generator service agreement with Cummins Sales and Service
- F. Operating Report for January 2026
  - 1. Operating Report
  - 2. Equipment and Grounds Report

##### - Budget, finance matters -

- G. Accountant's Report for January 2026
  - 1. Financial Statements
  - 2. Cash & Investment Report
- H. 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.

- I. Discussion and potential action on the proposed Administrative Compliance Order for Galloway Company
  
- J. MCO Invoices.

#32591	March 2026 Contract Operations	\$ 157,056.68
#32629	Use of MCO Vehicles - January	\$ 456.98
  
- K. Vouchers – Operating and Payroll Vouchers #141437 thru #141487 in the amount of \$490,379.25 for the month of January 2026.

**6. ADJOURNMENT.**

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday January 27, 2026

Meeting was called to order by Commission President Mach at 8:07 a.m.

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

**Also Present:** Scott Becher (Neeenah), Duke Behnke (Post Crescent), Troy Beyer (Galloway), Pat Bougie (MCO), Rob Franck (MCO), Emily Franklin (MCO), Gerry Kaiser (Neeenah), Tony Kappell (McMahon), Chad Olsen (McMahon)

## Minutes

**Meeting minutes.** Motion made/seconded by Commissioners Coburn/Zielinski to approve the minutes from the December 16, 2025, Regular Meeting. Motion carried unanimously.

## Correspondence

The following correspondence was discussed:

- January 21, 2026, email from Troy Huebner, Sonoco/U.S. Paper Mills to Paul Much, Plant Manager  
RE: ETP Update – Sonoco Pretreatment Project

## Old Business

There was no old business to be discussed.

## New Business

### Operations, Engineering, Planning

**Update - Galloway's Compliance Order Progress.** Tony Kappell handed out the Wastewater Discharge Flows and Loadings Projections he prepared showing five and ten-year projections of flows and loadings for Galloway Company. Galloway is working with McMahon and other vendors to look at options to help reduce their loadings to the NMSC. Troy Beyer then explained the steps they have been taking to determine areas of improvement to reduce or eliminate spills and identify high strength waste sources that they may be able to capture or treat before going to the sanitary. He further explained that the AI system has been implemented and will help identify sources of high strength waste that may be able to be diverted, captured, or treated before going to the sanitary. He then asked commissioners if for the short term, the existing BOD limit could be raised to allow them time to continue to make improvements without incurring exceedances of their pretreatment permit.

**Water Quality Trading.** A motion to discuss was made/seconded by Commissioners Youngquist/Coburn. Manager Much reported that meetings were held with Leach Farms and the DNR to go over possible credits available to the Commission. The Clearinghouse currently does not have enough credits available. Leach Farms was confident they could get the necessary

credits, however, after discussion with the DNR it is unclear how those credits would be available based on the information Leach Farms provided to the DNR. President Mach shared that the timeframe has gotten too short to continue to pursue this option knowing that there is no guarantee the credits will be available. Based on the information discussed, President Mach entertained a motion to respectfully decline the Leach Farms offer. A motion was made/seconded by Commissioners Weyenberg/Zielinski to respectfully decline the Leach Farms offer for Water Quality Trading credits. Motion carried unanimously.

**McMahon Associates Report.** Phosphorus Removal/UV Disinfection Project – A motion to discuss and approve how to proceed with the project was made/seconded by Commissioners Coburn/Weyenberg. President Mach reported that he presented the options for the phosphorus removal project at the Neenah City Council meeting and based on the information provided, they approved proceeding with the disk filters and maintaining the existing sodium hypochlorite system and removing UV disinfection from the plan. Commissioner Gordon made note that the Commission makes the ultimate decision, not the Neenah City Council, and he stated that the City of Menasha supports proceeding with disk filters and eliminating UV disinfection. The commissioners of the Town of Neenah S.D. 2, Village of Fox Crossing, and Village of Harrison, stated that their municipalities support this choice as well. Commissioners asked that Engineer Olsen remove UV disinfection from the current project, but to keep it in the design to be added, if necessary, in the future. After discussion, a motion was made/seconded by Commissioners Coburn/Youngquist to approve the disk filters design and eliminate UV disinfection. Motion carried unanimously.

**Operating Report.** Manager Much reported operations are running well. There were a few spills, however, they were handled without impact to the plant.

**Equipment & Grounds Report.** Rob Franck reviewed his report and provided additional information on; the bi-annual Huber classifier cleanings and inspections were completed; the motor for reuse pump 4 was replaced and aligned; the east centrifuge inclined auger gearbox was replaced; the RAS room painting was completed and turned out well; he also shared that the two sodium hypochlorite feed pumps to RAS are being replaced, so we are looking at options and should have more information at the next meeting.

#### Budget, Finance Matters

**Financial Statements.** Accounting Clerk Starr reported on the December 2025 financial statements. Operations for the month of December showed a loss, and the year-end shows a small operation loss. W2 and 1099 forms were processed and commissioners should get their forms in a few days. Auditors will be here the week of February 9<sup>th</sup> to begin the year-end financial audit.

**Ordering Budgeted Screw Pump Parts.** A motion to discuss was made/seconded by Commissioners Coburn/Weyenberg. Rob Franck gave a brief recap of how the stub shaft assembly broke on two of the four influent screw pumps. Based on what occurred with the two previous screw pumps, he recommends being proactive and replacing the upper bearings on the remaining two screw pumps due to the long lead times for replacement assemblies, and potential additional damage to the lower bearings. After discussion, a motion was made/seconded by Commissioners

Coburn/Weyenberg to approve the replacement of both upper assemblies for the screw pumps not to exceed \$148,000. Motion carried unanimously.

**Work Order Program Replacement.** A motion to discuss was made/seconded by Commissioners Coburn/Gordon. Rob Franck reported the current work order program is GIS based and the annual cost was \$2,500. This year's renewal more than doubled from the previous year's, which prompted us to look at other options that are more cost effective. He said that the MapCon software has two versions that should work for our needs and the annual cost is \$1,872. After discussion, a motion was made/seconded by Commissioners Coburn/Weyenberg to approve switching to the MapCon work order system. Motion carried unanimously.

***Industrial Wastewater Service Agreement between NMSC and Sonoco/U.S. Paper Mills.***

A motion to discuss was made/seconded by Commissioners Gordon/Coburn. Manager Much reported that he worked with the commission attorney to review and update the Industrial Wastewater Service Agreement. The copy that was included in the packets is the updated version. This is the same version that Sonoco/U.S. Paper Mills had previously reviewed and is working to build their pretreatment system around. If commissioners agree, the attorney will send the agreement to Sonoco's attorneys with the intent of having it signed by the August deadline. After discussion, a motion was made/seconded by Commissioners Coburn/Weyenberg to approve the Industrial Wastewater Service Agreement. Motion carried unanimously.

***MCO Invoices.***

#32506	February 2026 Contract Operations	\$ 157,056.68
#32539	Use of MCO Vehicles – December	\$ 464.10

Motion made/seconded by Commissioners Coburn/Zielinski to approve MCO invoices #32506 in the amount of \$157,056.68, and #32539 in the amount of \$464.10, with payment to be made after February 1, 2026. Motion carried unanimously.

***Vouchers.*** Operating (\$311,544.99) and Payroll (\$955.85) Vouchers #141397 through #141436 in the amount of \$312,500.84, for the month of December 2025. Motion made/seconded by Commissioners Coburn/Zielinski to approve operating and payroll vouchers. Motion carried unanimously.

**Other Business to Come Before the Commission**

***Election of Officers.*** President Mach explained that we elect officers to serve each year, and listed the current officers: Anthony Mach – President, Corey Gordon – Vice President, Steve Coburn – Secretary/Treasurer. President Mach opened the floor for nominations and offered his nomination for Steve Coburn to be Secretary. Commissioner Weyenberg nominated Anthony Mach to continue as President, and Commissioner Youngquist nominated Corey Gordon as Vice-President. President Mach continued with nominations for the office of Treasurer, and asked Commissioner Coburn to serve again, which he accepted. Hearing no other nominations, the commission voted unanimously for the 2026 officers as follows: Anthony Mach – President, Corey Gordon – Vice-President, and Steve Coburn – Secretary/Treasurer.

***2026 NMSC Meetings Calendar.*** Commissioners reviewed the 2026 calendar for meeting dates. The Neenah-Menasha Sewerage Commission monthly meetings will be held on the 4<sup>th</sup> Tuesday

of the month at 8:00am, except for the months of November and December which will be held on the 3<sup>rd</sup> Tuesday at 8:00am due to the holidays.

**Adjournment**

Motion made/seconded by Commissioners Coburn/Weyenberg to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:09 a.m.

---

President

---

Secretary