

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday May 26, 2026 - 8:00 A.M.

McMahon

Team Conference Room
1445 McMahon Drive
Neenah (Fox Crossing), WI 54956

AGENDA

1. ROLL CALL

2. APPROVAL OF MINUTES

- April 28, 2026, Regular Meeting

3. CORRESPONDENCE

- A. May 21, 2026, email from William Mooren, Sonoco/U.S. Paper Mills to Paul Much, Plant Manager
RE: ETP Update

4. OLD BUSINESS

5. NEW BUSINESS

- Operations, engineering matters -

- B. Discussion on financing options for the phosphorus removal project
- C. Discussion and possible action regarding adding fine screens and compactors to project
- D. McMahon Associates Report – Update and discussion on the following projects with potential action to be taken based on discussions held:
1. Phosphorus Removal Project
- E. Discussion and possible action regarding plant capacity and requested limits for Dairyland Gold
- F. McMahon Invoices
- | | | |
|---------|------------------------------------|--------------|
| #943020 | Total Phos Project-Design Services | \$ 26,360.00 |
|---------|------------------------------------|--------------|
- G. Operating Report for April 2026
1. Operating Report
 - a. NR101 Fees
 - b. DNR proposed update to the Interim Strategy For Land Application Of Biosolids And Industrial Sludges Containing PFAS
 2. Equipment and Grounds Report

- Budget, finance matters -

- H. Accounting Report for April 2026
1. Financial Statements
 2. Cash & Investment Report

- I. 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

- J. MCO Invoices
 - #32847 June 2026 Contract Operations \$ 157,056.68
 - #32892 Use of MCO Vehicles – April \$ 455.76

- K. Vouchers – Operating (\$726,529.43) and Payroll (\$0) Vouchers #141578 thru #141624 in the amount of \$726,529.43 for the month of April 2026.

6. ADJOURNMENT.

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday April 28, 2026

Meeting was called to order by Commission President Mach at 8:01 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: Brian Defferding (Neenah), Amber Drewieske (CLA), Rob Franck (MCO), Chad Olsen (McMahon), Bill Pollnow (Neenah)

Minutes

Meeting minutes. Motion made/seconded by Commissioners Zielinski/Coburn to approve the minutes from the March 24, 2026, Regular Meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

- A. April 21, 2026, email from Troy Huebner, Sonoco/U.S. Paper Mills to Paul Much, Plant Manager
RE: Sonoco Effluent Treatment Plant Update – April 2026

2025 Financial Audit Report

Amber Drewieske (Clifton Larson Allen LLP) presented and discussed the 2025 financial audit. The independent auditors' report provides a clean unmodified opinion; she also discussed internal controls, operating results, and referred to additional information found in the notes and financial statements. Amber then referenced the Management Communications document which provides communications to the Commission and summary financial results for 2025. After discussion, motion made/seconded by Commissioners Youngquist/Zielinski to accept and place on file the 2025 Financial Audit Report. Motion carried unanimously.

Old Business

There was no old business to be discussed.

New Business

Operations, Engineering, Planning

McMahon Associates Report – Phosphorus Removal Project

Engineer Chad Olsen reported that he is moving forward with the project design.

McMahon Associates Report – Plant Capacity Memo

Engineer Olsen reported that he performed an assessment of estimated design capacity for the NMSC facility. He shared the assumptions included in the projected 2049 loadings and the impact of the new filters. Based on the information he shared that the current WWTF has adequate solids handling capacity for the projected 2049 flows and loadings, with the caveat that the digestion process will be a new bottleneck. Discussion followed. After discussion, Manager Much stated that he will set up a meeting to further discuss new industrial limits and will bring additional information to the May meeting for Commissioners.

McMahon Invoices

Motion made/seconded by Commissioners Coburn/Youngquist to approve payment of invoice #942642, Total Phosphorus & Effluent Flow Recording Project – Design Services, in the amount of \$6,590.00. Motion carried unanimously.

Operating Report

Manager Much reported that the plant experienced two weeks of high flows (4/2/26-4/17/26) which resulted in three SS permit exceedances. He shared that the DNR was notified and public notices went out in the Post Crescent.

Equipment and Grounds Report

Rob Franck reported on Equipment and Grounds items and provided additional details on: The plant was staffed 24/7 during the high flow events previously mentioned. He provided a handout with pictures of the plant during the events along with graphs showing flow levels so Commissioners could see the impact. He shared that the second rain event was one of the worst he has experienced in his 23 years working at NMSC. The Digester building approach will be poured in spring and is estimated to cost \$2,680. Disinfection season preparation has begun. Effluent manhole repairs will need to be assessed once flows decrease. He provided more details on the updated Project Considerations sheet included in the packet. Rob then went over the police report for the 9th Street property damage that he reported at the last meeting. He advised that the department was made aware of the commission's desire for community punishment in lieu of criminal charges. Discussion followed.

August Winter Maintenance Agreement Renewal

A motion to discuss was made/seconded by Commissioners Coburn/Weyenberg. Rob Franck explained the plant has six boilers which have been maintained by August Winter & Sons. The annual renewal for continued maintenance is \$11,180, which is a 3% increase over last year. A motion to approve the renewal quote with August Winter and Sons was made/seconded by Commissioners Coburn/Weyenberg. Motion carried.

Aeration Basin Diffusers

A motion to discuss was made/seconded by Commissioners Coburn/Weyenberg. Rob Franck gave a brief overview of the aeration basin diffusers' history and explained that the estimated diffuser count for 2026 is 4,656, with an overall cost of \$27,936, and could be completed this summer. A motion to approve the aeration basin diffuser replacement was made/seconded by Commissioners Coburn/Weyenberg. Motion carried.

Rebuilding Effluent Pump #1 and Motor

A motion to discuss was made/seconded by Commissioners Youngquist/Weyenberg. Rob Franck explained that the facility has four effluent pumps that are staged to maintain proper levels within the chlorine contact chamber and the plant. Three of the four pumps were rebuilt, however, the fourth was postponed due to the filter project including UV disinfection and the plan to remove the effluent pumps during that project. Now that the filter project no longer includes UV disinfection, the pump will need to be rebuilt. The estimated cost is \$38,000 and could be scheduled after the spring wet season. After discussion a motion was made/seconded by Commissioners Youngquist/Weyenberg to approve the rebuilding of effluent pump #1 not to exceed \$38,000. Motion carried.

Effluent Gate Actuator Replacement

A motion to discuss was made/seconded by Commissioners Coburn/Weyenberg. Rob Franck reported that during the high flow event on 4/17/26 a warning indicator showed a ground fault from the service building electrical feed. They were able to trace it back to the actuator for the effluent gate. Rob shared that he is waiting for the replacement cost estimate. After discussion a motion was made/seconded by Commissioners Youngquist/Weyenberg to approve the effluent gate actuator replacement. Motion carried.

Replacing Sodium Hypochlorite

President Mach explained that he has been reviewing options for replacing sodium hypochlorite. He gave a rundown on what would be needed and what would not, and how the change would help reduce expenses for the commission. Costs associated with brine purchase, cells, and overall operations will be reduced or eliminated. Manager Much stated that we could potentially implement the change later this year around October.

Sewer Extension Requests

Oakridge Road Reconstruction located in the Town of Neenah – Manager Much reported that he reviewed the Oakridge request and recommends approval. A motion to approve the Oakridge Road Reconstruction sewer extension request was made/seconded by Commissioners Youngquist/Coburn. Motion carried.

Mader Homestead Acres located in the Village of Harrison – Manager Much reported the Mader Homestead Acres request had been reviewed and he recommends approval. A motion to approve the Mader Homestead Acres sewer extension request was made/seconded by Commissioners Youngquist/Zielinski. Motion carried.

Mueller Farm Estates located in the Village of Harrison – Manager Much reported the Mueller Farm Estates request had been reviewed and he recommends approval. A motion to approve the Mueller Farm Estates sewer extension request was made/seconded by Commissioners Youngquist/Zielinski. Motion carried.

Budget, Finance Matters

Accounting Report for March 2026

Accounting Clerk Starr reported a net operating loss for the month of March. MCO generated income was roughly \$8163 for the month. She further shared that payments for the May 1st installments of the Clean Water Fund and the Sludge Storage Building Loans had been processed and mailed.

Contract Renewal - Wastewater Service Agreement between Sonoco/U.S. Paper Mills and NMSC.

A motion to discuss was made/seconded by Commissioners Coburn/Weyenberg. Manager Much reported that Sonoco representatives have requested extending the current contract to the end of the year (12/31/2026) to allow for system and process optimization once the pretreatment facility is online. The Sonoco management reviewed the final contract and were concerned about fines for not meeting limits. Manager Much reported that he was able to explain the fines to the new manager. After discussion, a motion was made/seconded by Commissioners Coburn/Weyenberg to approve the extension. Motion carried.

MCO Invoices.

#32761	May 2026 Contract Operations	\$157,056.68
#32804	Use of MCO Vehicles – March 2026	\$ 331.20

Motion made/seconded by Commissioners Youngquist/Coburn to approve MCO invoice #32761 and #32804, with payment to be made after May 1, 2026. Motion carried unanimously.

Vouchers

Operating (\$325,857.14) and Payroll (\$678.80) Vouchers #141531 through #141577 in the amount of \$326,535.94 for the month of March 2026. Motion made/seconded by Commissioners Coburn/Zielinski to approve operating and payroll vouchers. Motion carried unanimously.

Adjournment

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

President

Secretary