

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday April 22, 2025 - 8:00 A.M.

101 Garfield Avenue, Menasha WI 54952

### AGENDA

#### 1. ROLL CALL

#### 2. APPROVAL OF MINUTES

- March 24, 2025, Regular Meeting

#### 3. CORRESPONDENCE

- A. April 17, 2025, email from Troy Huebner, Sonoco/U.S. Paper Mills to Paul Much, Plant Manager  
RE: Sonoco Menasha – WWTP System April 2025 Update

#### 4. 2024 FINANCIAL AUDIT REPORT (Amber Drewieske & Hayle Lepak, Clifton Larson Allen LLP)

- A. Discussion and potential action to be taken based on discussions held.

#### 5. OLD BUSINESS

#### 6. NEW BUSINESS

##### Operations, engineering matters

- A. Discussion and potential action on letter of request from Horseshoe Beverage Company for Effluent Limitation Increase
- B. McMahon Report – Update and discussion on the following projects with potential action to be taken based on discussions held:
  - 1. Phosphorus Removal & UV Disinfection Equipment.
- C. McMahon Invoices

#938574	Facilities Plan Amendment	\$ 2,695.00
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- D. Operating Report for March 2025
  - 1. Operating Report.
    - a. Galloway Notice of Violation
  - 2. Equipment and Grounds Report.
    - a. Discussion and potential action on replacement of aeration diffusers per the warranty agreement with Sanitaire/Xylem

##### Budget, finance matters

- E. Accounting Report for March 2025.
  - 1. Financial Statements.
  - 2. Cash & Investment Report.
  - 3. Discussion and potential action on SentinelOne Cyber-Security
- 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.

#31640	May 2025 Contract Operations	\$ 151,757.34
#31666	Use of MCO Vehicles – March	\$ 436.87
- H. Vouchers – Operating and Payroll Vouchers #140976 thru #141020 in the amount of \$299,742.62 for the month of March 2025.

#### 7. ADJOURNMENT.

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Monday, March 24, 2025

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:** Pat Bougie (MCO), Rob Franck (MCO), Anthony Kappell (McMahon)

## Public Forum

No one was in attendance for the Public Forum.

## Minutes

**Meeting minutes.** Motion made and seconded by Commissioners Zielinski/Coburn to approve the minutes from February 25, 2025, Regular Meeting. Motion carried unanimously.

## Correspondence

The following correspondence was discussed:

March 17, 2025, email from Troy Huebner, Sonoco/U.S. Paper Mills to Paul Much, Plant Manager.  
RE: Sonoco Menasha – WWTP System March 2025 Update

## Old Business

There was no old business to be discussed.

## New Business

### Operations, Engineering, Planning

#### ***McMahon Associates Report.***

Motion made/seconded by Commissioners Zielinski/Weyenberg to discuss Phosphorus Removal & UV Disinfection Equipment. Anthony Kapell (McMahon) gave an update on the Facilities Plan Amendment progress in relation to 2025 population projections. He shared which visits have been completed so far in relation to the filter technologies being considered for the NMSC, and which visits are yet to be completed. Discussion followed.

#### ***McMahon Invoices.***

Motion made/seconded by Commissioners Coburn/Zielinski to approve payment of invoice #938325, Facilities Plan Amendment, in the amount of \$1,540.00. Motion carried unanimously.

#### ***Operating Report.***

Manager Much reported the everything is running well. He also gave an update that Horseshoe Beverage is meeting their phosphorus limit but are now approaching their flow limit. He reported that he explained to Horseshoe representatives on several occasions that they need to submit a formal request to the Commission if they feel they need an increase in their permit limits.

#### ***Equipment and Grounds Report.***

Rob Franck reported on Equipment and Grounds items and provided additional details on: A summary of the interceptor televising completed at the end of last year was provided and Rob shared that he will be reaching out to the communities who own them to set up a meeting to discuss results and recommendations for future action. The WPPI capacity test was completed on 3/5/25 and went well. Transformer 6 is back in service. Rob provided a summary sheet in the packet materials explaining what was done. Commissioner Youngquist thanked Rob for the summary sheet and said it was very helpful. Rob reached out regarding the GBT Polymer rehab and was told it should be delivered this week. After discussion, motion was

made/seconded by Commissioners Zielinski/Youngquist to accept the Operations Report and Equipment & Grounds Report. Motion carried unanimously.

Budget, Finance Matters

***Accounting Report for February 2025.***

Financial Statements. Accounting Clerk Starr reported the auditors will be attending the April meeting to report on the 2024 audit results. There was net operating income for the month of February, and MCO generated approximately \$2,900 in additional income for the month. She further shared that the estimated surplus spreadsheet that was sent to the auditors for review and has been forwarded to the member communities for their review. Once finalized with the auditors, a follow-up email will be sent. After discussion, motion made/seconded by Commissioners Weyenberg/Coburn to approve the Accounting Report for February 2025. Motion carried unanimously.

***Marco's Pizza Discussion.***

President Mach reported that Marco's Pizza has paid their FOG permit fee and entertained a motion to strike it from the agenda. Motion made/seconded by commissioners Weyenberg/Coburn to strike the item from the agenda. Motion carries unanimously.

***Contract Renewal for the Wastewater Service Agreement between Sonoco/U.S. Paper Mills and the NMSC.*** Motion made/seconded by Commissioners Youngquist/Weyenberg to open agenda item F for discussion. Manager Much reported no update at this time. No action taken.

***Galloway Company's Pretreatment Permit.*** Motion made/seconded by commissioners Gordon/Coburn to discuss Galloway Company's pretreatment permit. Manager Much reported that Galloway's historical average loadings were included in the packet as requested at the last meeting and are relatively consistent year to year. Discussion followed; no action was taken.

***MCO Invoices.***

#31531	April 2025 Contract Operations	\$151,757.34
#31572	Use of MCO Vehicles – February 2025	\$ 356.79

Motion made/seconded by Commissioners Coburn/Zielinski to approve MCO invoice #31531, and #31572 with payment to be made after April 1, 2025. Motion carried unanimously.

***Vouchers.***

Operating and Payroll Vouchers #140928 through #140975 in the amount of \$301,788.27 for the month of February 2025. Motion made/seconded by Commissioners Coburn/Weyenberg to approve operating and payroll vouchers. Motion carried unanimously.

**Adjournment**

Motion made/seconded by Commissioners Coburn/Gordon to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:39 a.m.

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President

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Secretary