

**TOWN OF NEENAH SANITARY DISTRICT #2
REGULAR MEETING
Meeting Agenda**

DATE: Tuesday, March 10, 2026

TIME: 7:00 p.m.

LOCATION: Town Hall, 1600 Breezewood Lane, Neenah

1. Call to Order
2. Open Forum
3. Approve February 10, 2026, Meeting Minutes
4. Discussion / Action:
 - a. Approve March 10, 2026 Vouchers and Bank Transactions
 - b. NMSC Report for February 2026
 - c. MCO Reports for February 2026
 - d. Accept contract with RJM for Lift Station #8 Project in the amount of \$155,950.00
 - e. Update on Oakridge Road
5. Old Business
6. New Business
7. Future Meetings
 - a. Sanitary District #2 Meeting, Tuesday, April 14, 2026
 - b. Sanitary District #2 Meeting, Tuesday, May 12, 2026
8. Adjourn

Closed Session Contemplated: **NO**

NOTES: Upon request, reasonable auxiliary aids and services will be provided for disabled individuals. If accommodations are required, please provide adequate advance notice to the Town Deputy Clerk-Treasurer at (920) 886-7545.

A quorum of the Town of Neenah Board and other Commissions or Committees may attend the meeting noticed above however no official action will be taken by them.

Notice was posted on March 6, 2026, at www.townofneenah.com and at the posting board located at the Town of Neenah Municipal Building, 1600 Breezewood Lane.

Town of Neenah Sanitary District #2

Regular Meeting held at Town Hall, 1600 Breezewood Lane, Neenah, WI 54956

Tuesday, February 10, 2026

Present: President Daniel Osero, Commissioner Matt Schmeichel & Commissioner Duane Sargent

Also Present: Rob Franck-MCO, Ben Hamblin-McMahon and Associates, Steve Coburn NMSC Commissioner, Mark Broker, and Administrator-Clerk-Treasurer Ellen Skerke

Meeting called to order at 7:00 PM by President Osero.

Open Forum

- None

Approval of Minutes

Approve January 13, 2026 Meeting minutes

Motion: D. Sargent M. Schmeichel to approve with one spelling correction.

Motion carried voice vote.

Discussion / Action:

Vouchers and Bank Transactions

Approve vouchers and bank transactions for February 10, 2026

Motion: M. Schmeichel / D. Sargent to approve vouchers and bank transactions.

Motion carried voice vote.

NMSC Report for January 2025

- S. Coburn reported on activity at NMSC:
 - As published in the Neenah News, the Sewerage Commission approved moving forward without U/V and approved the filtration system. McMahon will update the design and provide an updated probable cost. Preliminary design is due by end of December. It is possible that bidding and construction could begin in 2027. Anticipate loan payments will begin in 2028. No longer considering credits.
 - Sonoco is on target, expect fully operational in July or August 2026. Rates will increase once Sonoco is fully online.
 - Galloway Company is continuing to move forward.

MCO Report for January 2025

- R. Franck reported on January activity
 - 21 locates
 - Flows are up slightly, consistent with what is expected for this time of year.
 - Reviewed service reports for the month of January. Discussed the impact of cold temperatures. Purchased two heaters for lift stations.
 - Pumphouse is running again.
 - Discussed Lift Station #9, we can accept 1 pump with VFD installed. It will be a KSB submersible 3 phase pump \$9,002, installation cost about \$1,600, a \$10,598 value. R. Franck suggests accepting this, having it installed and seeing how it goes before making a decision on the second pump.

LS8 Project

Lift Station #8 Project Update (718 Milkweed Court)

- B. Hamblin provided an update on the Lift Station 8 generator project.
 - Variance Request is submitted to Winnebago County Zoning
County Zoning – Viewing on 3/26/2026
County Public Hearing 3/31/2026

County Deliberation 4-9-2026 in the morning
 Town Public Hearing and Plan Commission 3-16-2026
 Town Board Meeting 3-23-2026

- o Bid packet to be published 2/13/2026 and 2/20/2026 with online BID opening on February 27th at noon.

Motion: M. Schmeichel / D. Sargent to approve bid process including publication.

Motion carried voice vote.

LS4 Project

Lift Station #4 Update (1949 County Road A)

- B. Hamblin reviewed the project.
 - o Plans are complete
 - o Winnebago County Highway issued a driveway permit
 - o Erosion Control permit is applied for at County Zoning
 - o Owner is concerned with retaining access to County Rd A for his other parcels.
 - o Current driveway is non-compliant.
 - o Project is on hold pending property owners' agreement.
- Sanitary District #2 will allow for an easement for access to Field of Dreams lot 5 for farming and occasional use, they will not allow for an easement for continuous residential use.

Insurance

General Insurance Renewal

- E. Skerke provided details with pricing for two levels of property values.
 Original Insurance Quote
 - General Policy = \$6,549
 - Workers Comp = \$ 573
 - Cyber Security = \$ 755

Lift Stations (except #2 and #3) and pumphouse have replacement value set at \$76,974 . Lift stations #2 and #3 are at \$324,480.

If we change the replacement value to \$100,000 for these lift stations the General Policy increases by \$384 to a value of \$6,933 for the General policy. Workers Comp and Cyber Liability remain the same

Total Insurance

2025 Actual = \$7,475

2026 Budget = \$ 8,538

2026 Actual at lower replacement value = \$7,877

2026 quote at higher replacement value = \$8,261

Motion: D. Osero / D. Sargent to approve the general insurance policy with levels of \$100,000 bid process including publication.

Motion carried voice vote.

Old Business

- B. Hamblin provided an update on the Oakridge road project. McMahon is completing the stormwater design now. Sanitary Sewer will come off of Rockledge Lane. Flow for the Sanitary will be determined by the water meter. There will be a meeting with the City scheduled in the next few weeks to discuss utilities.
- E. Skerke noted that the property at 560 Plumbers Harbor Road applied for a disconnect permit, will raze

- existing home and build new. The current home is set back quite a distance with a long lateral.
- D. Osero noted that R. Franck had inquired about snow removal at the lift stations that are along the road. Winnebago County Highway Department has been managing this; however, this season the removal has been poorly managed. He noted there is a new driver in the County so Glenn Armstrong will talk with him about these locations. In the future, Lift Station 8 and the new building will be managed by Immel. Also access to the Cumings Lane location needs to be left open, rather than piling snow at the end of Cumings Lane.

New Business

- D. Sargent noted he will not be at the March Sanitary District Meeting.

Future Meetings

- Sanitary District #2 Meeting, Tuesday, March 10, 2026

Adjourn meeting

Motion D. Osero / D. Sargent to adjourn. Motion carried. Meeting Adjourned at 8:25 p.m.

Respectfully Submitted,

Ellen Skerke
Town of Neenah Administrator-Clerk-Treasurer

Pending Approval:

Voucher List Authorization - March 10, 2026

Bank Transfer (Transaction List)

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Reason</u>
3/11/2026	Savings	Checking	\$ 72,000.00	3/10/2026 Vouchers

Check Detail:

Accounts Payable: \$ 75,558.44

Notification of new Vendor:

Payroll		
	Gross Payroll	
	Expense Reimbursement	\$ -
	Total Gross w/ expense	\$ -
	Net pay	

Paid via Bank Transfer:

Federal Tax/Medicare: \$ -

Deposit Detail

<u>Date</u>	<u>Where</u>	<u>Amount</u>	<u>Reason</u>
Feb 2026	Prospera Savings	\$ 4,752.00	1st Half Sewer Charge
2/28/2026	Various	\$ 5,754.91	Interest earned
2/16/2026	Prospera Savings	\$ 20.00	Real Estate Inquiry
2/13/2026	Prospera Savings	\$ 286,095.24	User Fee
2/16/2026	Prospera Savings	\$ 300.00	Permit disconnect
2/20/2026	Prospera Savings	\$ 1,053.03	City of Neenah
2/12/2026	Prospera Debt Services	\$ 13,019.01	Rolling Heights

Account balances as of March 11 , 2026 - after requested transfer per this Voucher List

	<u>PROSPERA CU</u>	<u>Prospera CD</u>	<u>WI LGIP</u>	<u>Total</u>
Checking	\$ 7,301			\$ 7,301
Membership	\$ 25			\$ 25
General Savings	\$ 772,964		\$ 1,001,008	\$ 1,773,972
Debt Service	\$ 110,516	\$ -		\$ 110,516
Replacement Fund	\$ 48,396	\$ 328,326		\$ 376,722
TOTAL	\$ 939,202	\$ 328,326	\$ 1,001,008	\$ 2,268,536

_____ Osero

_____ Sargent

_____ Schmeichel

Accounts Payable

11:33 AM
03/09/26

Town of Neenah Sanitary District #2 Check Detail March 3 - 10, 2026

Num	Date	Name	Memo	Account	Paid Amount
3553	03/10/2026	Amazon Web Services, Inc		1011 · Checking - Prospera (150)	
	03/10/2026		March 2026	6022 · GIS - Arc Reader	-8.70
TOTAL					-8.70
3554	03/10/2026	Badger Meter		1011 · Checking - Prospera (150)	
1786620	03/10/2026		Cummings Lane Sensor - new part	6020 · Maint of collection system	-810.27
TOTAL					-810.27
3555	03/10/2026	Bitco Insurance Companie...		1011 · Checking - Prospera (150)	
WC3767998	03/10/2026		Workers Comp Renewal 3/1/26-3/1/27	6080 · Insurance	-573.00
TOTAL					-573.00
3556	03/10/2026	City of Neenah		1011 · Checking - Prospera (150)	
2/23/26	03/10/2026		1/1/26 thru 2/1/26	6010-3 · Treatment - City of Neenah	-2,224.51
			1/1/26 thru 2/1/26	6010-7 · Admin Fees	-245.77
			1/1/26 thru 2/1/26 new rate \$1.40	6010-1 · Conveyance - City of Neenah	-1,630.30
2/28/26	03/10/2026		1-1-26 thru 2-1-26	6010-1 · Conveyance - City of Neenah	-4,064.20
				6010-7 · Admin Fees	-40.64
TOTAL					-8,205.42
3557	03/10/2026	CliftonLarsonAllen LLP		1011 · Checking - Prospera (150)	
L261066514	03/10/2026		Audit services 12-31-25	6110 · Accounting services	-5,250.00
TOTAL					-5,250.00
3558	03/10/2026	Horton Group		1011 · Checking - Prospera (150)	
143480	03/10/2026		Renewal Cyber & Data Breach	6080 · Insurance	-754.99
			Renewal Business Auto	6080 · Insurance	-396.00
			Renewal Package Eff 3/1/26	6080 · Insurance	-6,537.00
TOTAL					-7,687.99
3559	03/10/2026	McMahon, Inc.		1011 · Checking - Prospera (150)	
942189	03/10/2026		GIS	6020 · Maint of collection system	-399.00
			Lift station 4	6020 · Maint of collection system	-5,188.58
			Lift Station 8 & Pumphouse Improve...	6020 · Maint of collection system	-11,343.17
			Blohm Residential Const/Sanitary Servl...	6020 · Maint of collection system	-390.00
TOTAL					-17,320.75
3560	03/10/2026	MCO, Inc.		1011 · Checking - Prospera (150)	
32645	03/10/2026		Reimburseable supplies	6020 · Maint of collection system	-110.13
32683	03/10/2026		April service period	6020 · Maint of collection system	-5,048.00
TOTAL					-5,158.13
3561	03/10/2026	Neenah Menasha Sewer C...		1011 · Checking - Prospera (150)	
2026-037	03/10/2026		Storage Building Loan	6010-2 · Treatment - NMSC	-268.00
2026-031	03/10/2026		January 2026	6010-2 · Treatment - NMSC	-3,875.34
TOTAL					-4,143.34
3562	03/10/2026	OmniSite		1011 · Checking - Prospera (150)	
106072	03/10/2026		verizon legacy radio kit	6020 · Maint of collection system	-188.31
TOTAL					-188.31

11:33 AM
03/09/26

Town of Neenah Sanitary District #2
Check Detail
March 3 - 10, 2026

Num	Date	Name	Memo	Account	Paid Amount
3563	03/10/2026	Robert J. Immel Excavatin...		1011 · Checking - Prospera (150)	
21227	03/10/2026		2-6-26 Plowing at Milkweed Pump House	6020 · Maint of collection system	-70.00
TOTAL					-70.00
3564	03/10/2026	Town of Neenah		1011 · Checking - Prospera (150)	
1217	03/10/2026		2026 Admin Services 1st half 2026	6051 · Administrative Fee	-22,422.00
TOTAL					-22,422.00
3565	03/10/2026	WE Energles		1011 · Checking - Prospera (150)	
5834438731	03/10/2026			6015 · Utilities	-820.53
TOTAL					-820.53

Town of Neenah Sanitary District #2
Deposit Detail
February 2026

Type	Date	Name	Account	Amount
Deposit	02/05/2026		1025 · Savings - Prospera (125)	4,488.00
Payment	01/30/2026	9-1976 Rasmussen, Derek &...	12000 · Undeposited Funds	-264.00
Payment	01/30/2026	1-1711 Setton, George	12000 · Undeposited Funds	-264.00
Payment	01/30/2026	(vinland)Duhacek, Jeffrey & ...	12000 · Undeposited Funds	-528.00
Payment	02/02/2026	9-1973 Monroe, Patrick	12000 · Undeposited Funds	-264.00
Payment	02/02/2026	9-2023 Wyman, Leslie	12000 · Undeposited Funds	-264.00
Payment	02/02/2026	9-2002 Jolin, Carolyn	12000 · Undeposited Funds	-264.00
Payment	02/02/2026	9-1941 Zaretzke, Jane	12000 · Undeposited Funds	-264.00
Payment	02/02/2026	(vinland) Stumpf, Jonathan	12000 · Undeposited Funds	-528.00
Payment	02/02/2026	9-2007 Schmidt, Ken & Doris	12000 · Undeposited Funds	-528.00
Payment	02/02/2026	9-1955 Holz, Roy	12000 · Undeposited Funds	-528.00
Payment	02/05/2026	(vinland) Spierowski, Tom	12000 · Undeposited Funds	-264.00
Payment	02/05/2026	9-1949 Rasmussen, Brad	12000 · Undeposited Funds	-264.00
Payment	02/05/2026	9-1984 Peterman, Jeremy	12000 · Undeposited Funds	-264.00
TOTAL				-4,488.00
Deposit	02/13/2026		1030 · Debt Service - Prospera (124)	13,019.01
		Town of Neenah	1905 · S/A- Rolling Heights	-9,468.37
		Town of Neenah	4160 · TIA Interest	-3,550.64
TOTAL				-13,019.01
Deposit	02/13/2026		1025 · Savings - Prospera (125)	286,395.24
		Town of Neenah	4000 · User Fee	-286,095.24
		Greif, Douglas	4071 · Disconnection Permit	-300.00
TOTAL				-286,395.24
Deposit	02/20/2026		1025 · Savings - Prospera (125)	1,053.03
		City of Neenah	1130 · Receivable from municipality	-1,053.03
TOTAL				-1,053.03
Deposit	02/26/2026		1025 · Savings - Prospera (125)	264.00
Payment	02/16/2026	9-1951 Ron & Tammy McCa...	12000 · Undeposited Funds	-264.00
TOTAL				-264.00
Deposit	02/26/2026		1025 · Savings - Prospera (125)	20.00
		First American Title Company	4124 · Real Estate Inquiry Income	-20.00
TOTAL				-20.00
Deposit	02/28/2026		1030 · Debt Service - Prospera (124)	192.22
			4152 · Interest earned - Debt Service	-192.22
TOTAL				-192.22
Deposit	02/28/2026		1025 · Savings - Prospera (125)	1,652.45
			4151 · Interest earned - bank accounts	-1,652.45
TOTAL				-1,652.45

Town of Neenah Sanitary District #2
Deposit Detail
February 2026

Type	Date	Name	Account	Amount
Deposit	02/28/2026		1065 · Replacement - Prospera (126)	64.51
			4153 · Interest earned - Replacement	-64.51
TOTAL				-64.51
Deposit	02/28/2026		1011 · Checking - Prospera (150)	2.06
			4151 · Interest earned - bank accounts	-2.06
TOTAL				-2.06
Deposit	02/28/2026		1066 · Replacement Fund CD (1002/1004)	1,016.90
			4153 · Interest earned - Replacement	-1,016.90
TOTAL				-1,016.90
Deposit	02/28/2026		1087 · WI LGIP	2,826.77
			4151 · Interest earned - bank accounts	-2,826.77
TOTAL				-2,826.77



March 6, 2026

Town of Neenah Sanitary District #2
1600 Breezewood Lane
Neenah, WI 54956

Re: Town of Neenah Sanitary District #2
Lift Station #8 Improvements
Letter of Recommendation
McM. No. N0004-09-25-00224.10

On March 6, 2026, bids were received for the Lift Station #8 Improvements project. One bid was received for \$155,950.00 (bid tabulation enclosed).

Based upon the bid received, we recommend awarding Contract N0004-09-25-00224.10 to RJM Construction LLC in the amount of \$155,950.00.

If you agree with our recommendation, please date and sign the enclosed Notices of Award, and return to our office for incorporation into the Contract Documents.

If you have any questions, please feel free to contact me.

Respectfully,

McMahon Associates, Inc.

A handwritten signature in blue ink that reads "Ben Hamblin".

Benjamin T. Hamblin, P.E.
Associate / Municipal & Civil Engineer

BTH:car

Enclosures: Notice of Award
Bid Tabulation

SECTION 00 51 00.00

NOTICE OF AWARD

Dated: _____

To: **RJM RECONSTRUCTION LLC**
601 W. Forest Street
Black Creek, WI 54106

Contract No. N0004-09-25-00224.10

Project: **LIFT STATION #8 IMPROVEMENTS**
For The
TOWN OF NEENAH SANITARY DISTRICT #2
Winnebago County, Wisconsin

You are notified that your Bid, dated March 6, 2026, for the above Contract has been considered. You are the apparent successful Bidder and have been awarded a Contract for the Lift Station #8 Improvements for the Town of Neenah Sanitary District #2, Winnebago County, Wisconsin.

The Contract Price of your Contract is One Hundred Fifty-Five Thousand Nine Hundred Fifty & no/100 Dollars (\$155,950.00).

You must comply with the following conditions precedent within **15-days** of the date of this Notice of Award, that is by _____.

1. You must deliver to the OWNER three (3) fully executed counterparts of the Agreement including all the Contract Documents.
2. You must deliver with the executed Agreement the Contract Security (bonds), as specified in the Instructions to Bidders, General Conditions (Paragraph 5.01) and Supplementary Conditions.
3. You must deliver Insurance Certification complying with the General Conditions and Supplemental Conditions of the Contract Documents.

Failure to comply with these conditions within the time specified will entitle OWNER to consider your Bid abandoned, to annul this Notice of Award and to declare your Bid Security forfeited.

One (1) fully signed counterpart of the Agreement, with the Contract Documents attached, will be returned to you within 15-days after you comply with the above noted conditions.

TOWN OF NEENAH SANITARY DISTRICT #2 | Winnebago County, Wisconsin

(authorized signature)

(title)

Witness: _____



BID TABULATION

TOWN OF NEENAH SANITARY DISTRICT #2

Lift Station #8 Improvements

McM. No. N0004-09-25-00224.10

Project Manager: Ben Hamblin, PE

RJM RECONSTRUCTION LLC

601 W Forest Street

Black Creek, WI 54106

BASE BID | SINGLE PRIME LUMP SUM BID PRICE:

General Construction \$155,950.00

Bid Security 10% Bid Bond

Addenda Yes - #1

Subcontractors Asphalt Wolf River Asphalt