

**MINUTES OF THE NEENAH WATER WORKS COMMISSION  
AND  
STORM WATER CITIZEN ADVISORY BOARD MEETING**  
Regular Meeting – October 17, 2022  
Council Chambers – City Hall

**Present:** President Schmeichel; Commissioners: J. Lang, F. Lang, Boyette, and Bauman; and Director Mach

**Also Present:** Deputy Director of Finance Kahl and Mr. James (Jim) Hemes

**Excused:** None.

President Schmeichel called the meeting to order at 4:33 p.m.

Approve Meeting Minutes for September 19, 2022 – Following discussion, **M.S.C. Boyette/Bauman to approve the September 19, 2022 Meeting Minutes.** All voting aye.

Approve the Invoices for September 2022 – Commissioners asked about the charges and invoices from Amazon.com and the misapplied real estate tax payment. Director Mach explained that the plant still uses fax machines in order to receive dig tickets from Digger’s Hotline. As a critical utility, we need to receive emergency tickets immediately and respond accordingly. The misapplied real estate tax payment was received from the online payment system and routed to the customer’s water account and not the tax account.

**Commissioner F. Lang arrived at the meeting at 4:37 p.m. President Schmeichel asked Commissioner F. Lang if he would like the record to reflect his “aye” vote for approval of the September 19, 2022 Meeting Minutes. Commissioner F. Lang indicated affirmatively.**

Following discussion, **M.S.C. Boyette/Bauman to approve the September 2022 invoices.** All voting aye.

Appearances – Mr. Hemes introduced himself to the Commission. With the departure of Mr. Lang, Mr. Hemes offered to volunteer his time as a commissioner. He was appointed by the Common Council at the October 5, 2022 meeting. The entire Waterworks Commission and Director Mach welcomed Mr. Hemes. The Commissioners and Director Mach also thanked Mr. Lang for his service, leadership, and expertise.

Old Business/New Business

Financial Reports – Deputy Director of Finance Kahl and Director Mach presented the 3<sup>rd</sup> Quarter of 2022 Financial Reports. Highlights of the report include the year-over-year movement of cash into longer term investments, rebuilding of the cash balance, strong balances in the reserve accounts, and increased forfeited discounts. Commissioners asked about the status of the Reserve Accounts and this year’s lagoon dredging operation. Deputy Director Kahl noted that this Reserve Account will be reconciled at the end of the year and the total cost of the lagoon dredging will be reflected in that account at that time. Commissioners noted that the Income Statement had “Six Months” as opposed to “Nine Months” reflected in the title. Director Mach indicated he would correct the copy.

Following discussion, **M.S.C. Bauman/J. Lang to accept and place on file the Financial Reports.** All voting aye.

**Waterworks Commission and Storm Water Citizens Advisory Board Regular Meeting Minutes  
October 17, 2022  
Page 2 of 2**

Director's Report –

1. Water Loss Report – Staff continue leak detection efforts throughout the city.
2. The following change orders and pay requests were approved at the October 11, 2022 Board of Public Works meeting:
  - Change Order No.1, Contract 4-22, S. Commercial Street, Sanitary Sewer and Water Main Construction, Robert, J. Immel Excavating Inc., in the amount of \$300 for additional water service work.
  - Final Pay Request Contract 4-22, S. Commercial Street, Sanitary Sewer and Water Main Construction, Robert, J. Immel Excavating Inc., in the amount of \$6,947.05 for water services.
3. Solar installation update (Attachment) – Staff are waiting for the final grant check from the PSC. The array continues to perform satisfactorily.
4. Private lead service line replacement funding update – Staff are working with the two contractors to coordinate the work. Residents have been notified of the approximate start date.
5. The next regular Waterworks Commission meeting is scheduled for November 21, 2022.

Following discussion, **M.S.C. J. Lang/F. Lang to accept and place on file the Director's Report.** All voting aye.

Any Other Business That May Legally Come Before the Commission – None

Adjournment – **M.S.C. F.Lang/Boyette to adjourn in at 5:23 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach  
Director, Neenah Water Utility