

MINUTES OF THE NEENAH WATER WORKS COMMISSION

Regular Meeting – October 21, 2019

The Hauser Room – City Hall

Present: President Kaufert; Commissioners: Schmeichel, Lang, Smaby; and Director Mach

Excused: Commissioner Boyette

Also Present: HR Director Kehl, Assistant City Comptroller Kahl, and Accounting Specialist Lehner

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

Approve Regular Meeting Minutes for September 16, 2019 –

Following discussion, **M.S.C. Lang/Schmeichel to approve the September 16, 2019 Regular Meeting Minutes.** All voting aye.

Approve the Invoices for September 2019 –The Commission questioned the refunded charges from The Home Depot Pro. Director Mach explained that these charges were incurred after an employee credit card was compromised. These charges were discovered and refunded. The employee notified the Finance department immediately upon discovery and the card was cancelled.

Following discussion, **M.S.C. Schmeichel/Smaby to approve the September 2019 invoices.** All voting aye.

Appearances – The Commission was introduced to Accounting Specialist Lehner.

Old Business/New Business

Approve Salary Plant Recommendations – Director Kehl presented a memo explaining the recommendations from Carlson Dettmann Consulting. Two employees had requested a classification review as part of the City salary plan as adopted by the Waterworks Commission. Charlie Carlson reviewed the Water Filtration Plant Electrical Technician position and recommended no grade change, but a 5% pay rate increase in order to keep the position market competitive and maintain internal equity. Furthermore, Mr. Carlson reviewed the Water Department Administrative Assistant position and recommended a two (2) grade increase for the position, with a corresponding 5% increase for each grade increase. Commissioner Lang inquired about the previously increased grade for the Water Filtration Plant Electrical Technician. Director Mach indicated that this position received a one (1) grade increase approximately one year ago, but at that time there was no corresponding increase in pay.

Following discussion, **M.S.C. Smaby/Lang to approve the Salary Plan Recommendations.** All voting aye.

Accept 3rd Quarter Financial Report – Assistant City Comptroller Kahl and Director Mach presented the 3rd Quarter Financial Report. The Commission questioned the increase in the Transmission and Distribution Expenses line. Director Mach explained that the increases are due to increases in the Meter Expense, Customer Installation, Miscellaneous, Mains, and Hydrants subaccounts. The largest increase in the Mains account is due to increased water main repairs and replacement activities.

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Following discussion, **M.S.C. Lang/Schmeichel to accept and place on file the 3rd Quarter Financial Report**. All voting aye.

Director's Report –

1. Non-Billable Water Report 10.03% (June, July, August) down from 12.64% (May, June, July).
Note: Usage has been estimated from a large customer due to a failure of the endpoint.
2. Change Order No. 2 for Contract N0003-9-18-00888 Courtney Court Sanitary Sewer, Water Main, Storm Sewer and Street reconstruction in conjunction with the Town of Neenah to Robert J. Immel Excavating, Inc. in the amount of \$837.10. This change order was approved by the Town of Neenah Town Board at the September 23, 2019 meeting.
3. Pay Request No. 1 for Contract N0003-9-18-00888 Courtney Court Sanitary Sewer, Water Main, Storm Sewer and Street reconstruction payable to the Town of Neenah in the amount of \$103,298.33. This pay request includes Change Order No. 1 and 2 and was approved by the Town of Neenah Town Board at the September 23, 2019 meeting. Note: The Town of Neenah will invoice the City of Neenah for this pay request.
4. Change Order No. 1, Contract 2-19 Miscellaneous Sewer and Water Main Construction and Street Construction on Stanley Street, Stanley Court, and Thomas Court to Robert J. Immel Excavating, Inc., Greenville, WI, in the amount of \$21,756.80. This change order was approved by the Board of Public Works at the October 9, 2019 meeting.
5. Pay Estimate No. 6, Contract 2-19 Miscellaneous Sewer and Water Main Construction and Street Construction on Stanley Street for \$13,182.50, Stanley Court for \$7,974.30, and Thomas Court for \$6,900.00 to Robert J. Immel Excavating, Inc., Greenville, WI. This pay estimate was approved by the Board of Public Works at the October 9, 2019 meeting.
6. WE Energies claim for natural gas service repair.
7. Recognition of Commissioner Smaby for 25 years of service to the Waterworks Commission.
8. The next Water Commission Meeting is scheduled for November 18, 2019.

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

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

Adjournment – **M.S.C. Smaby/Lang to adjourn at 5:14 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach
Director, Neenah Water Utility