

AGENDA

REGULAR WATER COMMISSION MEETING AND STORM WATER CITIZEN ADVISORY BOARD MEETING

Monday, January 19, 2026

4:30 P.M.

**Hauser Room – City Hall
211 Walnut St., Neenah, WI 54956**

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

1. Approve Regular Meeting Minutes for December 15, 2025 (Attachment)
2. Appearances
3. Old Business/New Business
 - A. Approve Requested Changes to Neenah Water Utility Work Rules (Attachment)
 - B. Approve Adding Purchase of Additional Shoring Into 2026 CIP (Attachment)
 - C. Director's Report (Attachment)
 - D. Any Other Business That May Legally Come Before the Commission
 - E. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the Clerk's Office (920) 886-6100 or e-mail clerk@neenahwi.gov at least 48 hours prior to the scheduled meeting or event to request an accommodation.

**MINUTES OF THE NEENAH WATER WORKS COMMISSION
AND
STORM WATER CITIZEN ADVISORY BOARD MEETING**
Regular Meeting – December 15, 2025
Hauser Room – City Hall, 211 Walnut Street, Neenah, WI

Present: President Schmeichel; Commissioners: Lang, Steiner (via phone), Bauman, and Hemes; and Director Mach.

Also Present: Alderperson Pollnow and Business Manager Barlow

President Schmeichel called the meeting to order at 4:31 p.m.

Approve Regular Meeting Minutes for November 17, 2025 – Following discussion, **M.S.C. Hemes/Bauman to approve the November 17, 2025 Regular Meeting Minutes.** All voting aye.

Approve Closed Session Meeting Minutes for November 17, 2025 – Following discussion, **M.S.C. Bauman/Schmeichel to approve the November 17, 2025 Closed Session Meeting Minutes.** All voting aye.

Approve the Invoices for November 2025 – Commissioners ask about the read invoices from Landis+Gyr and Badger Meter, Inc. Director Mach noted that both systems will be in use for the time being until all residential Badger endpoints are replaced. Staff have placed a few Badger Cellular endpoints in service within large industrial buildings.

Following discussion, **M.S.C. Schmeichel/Hemes approve the November 2025 invoices.** All voting aye.

Appearances – None.

Old Business/New Business

Approve Final Payment for Contract 4-24 S. Park Avenue Easement & Bayview Services – Commissioners requested that Director Mach detail what work was completed in this contract. Director Mach noted that the water main and services were replaced along the area between S. Park Avenue and the lakeshore. These properties are known as the “S. Park Easement” properties as the main lies along several easements within this corridor.

Following discussion, **M.S.C. Hemes/Bauman to approve the final payment request for \$65,569.50 for Contract 4-24 S. Park Avenue Easement & Bayview Services to Scott Lamers Construction and recommend the final payment to the Common Council for approval.** All voting aye.

Award Chemical Bids for 2026 – Director Mach presented the bids for providing water treatment chemicals for 2026. The Utility again participated with the City of Appleton and City of Menasha to bid as a consortium. Director Mach noted that the total estimated cost of chemicals will be slightly lower in 2026.

Following discussion, **M.S.C. Schmeichel/Bauman to award the 2026 Chemical Bids to the low bidders as provided in the memo.** All voting aye.

Waterworks Commission and Storm Water Citizens Advisory Board Meeting Minutes
December 15, 2025
Page 2 of 2

Director's Report –

1. Water Loss Report – Staff have discovered and repaired several leaks since the first snowfall.
2. The following applicable items were approved at the November 13, 2025 Board of Public Works meeting:
 - Final Payment, Contract 1-25, Street and Utility Construction, Alexander Drive, Forest Manor Drive, Bruce Street, Lexington Court, and Southfield Plat, to Don Hietpas & Sons, Inc., in the amount of \$406,821.61. The total amount for Water is \$24,449.84.
3. The following applicable items were approved at the December 11, 2025 Board of Public Works meeting:
 - Change Order No.2, Contract 4-24, Sanitary and Water Main Replacement, S. Park Avenue, to Scott Lamers Construction, in the amount of \$5,330.00. The total amount attributable to Water is \$5,330.00.
 - Final Pay Request, Contract 4-24, Sanitary and Water Main Replacement, S. Park Avenue, to Scott Lamers Construction, in the amount of \$65,569.50. The total amount for Water is \$30,406.55.
4. Solar Installation Update – The array is working well.
5. The updated Organization Chart is attached to this Report.
6. The next regular Waterworks Commission meeting is scheduled for Monday, January 19, 2026.

Any Other Business That May Legally Come Before the Commission – Director Mach noted that all outstanding comp time will need to be paid out for all employees due to updated IRS reporting rules. Director Mach wanted to inform the Commission that staff were looking into replacing the existing shoring. This item is not in the 2026 CIP.

Adjournment – **M.S.C. Hemes/Bauman to adjourn at 4:54 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach
Director, Neenah Water Utility

Neenah Water Utility Estimated Annual Cost Tabulations

Vendor	Powdered Activated Carbon (lbs) (Est. 40,000 lbs)	Ferric Sulfate 60% (lbs) (Est. 400,000 lbs)	Sodium Hypochlorite 12.5% (lbs) (Est. 220,000 lbs)	Hydrated Lime (lbs) (Est. 1,900,000 lbs)	Hydrofluorosilic Acid Fluoride 23% (lbs) (Est. 15,000 lbs)	Liquid Carbon Dioxide CO2 (lbs) (Est. 280,000 lbs)	Polymer C-308P (lbs) (Est. 70,000 lbs)	Totals
NWU 2018-2019 Prices / Vendor	\$0.545/500 Jacobi the Carbon Co.	\$0.089 Kemira	\$0.0897 Olin	\$0.079 Graymont	\$0.255 Hawkins	\$0.0495 Airgas	\$0.74 PolyDyne	
NWU 2020-2021 Prices / Vendor	\$0.590/500 Jacobi the Carbon Co.	\$0.126 Kemira	\$0.0853 Milport	\$0.080 Graymont	\$0.280 Hawkins	\$0.049 Airgas	\$0.74 + Fuel Sur. PolyDyne	
NWU 2022 Prices / Vendor	\$1.10/500 Donau Carbon	\$0.145 Kemira	\$0.144 Alexander Chemical	\$0.082 Graymont	\$0.400 Hawkins	\$0.0645 Airgas	\$0.870 PolyDyne	
NWU 2023 Prices / Vendor	\$1.23/500 \$1.25/800 Norit	\$0.192 Kemira	\$0.225 Hydrite (Thru 6/30)	\$0.1064 Graymont	\$0.45 Hawkins	\$0.08 Airgas	\$0.945 Aqua-Pure (AF4120)	
NWU 2024 Prices / Vendor	\$0.987/500 \$1.375/800 Donau	\$0.190 Chemtrade	\$0.180 Hydrite	\$0.1210 Graymont	\$0.465 Hawkins	\$0.086 Airgas	\$0.840 PolyDyne	
NWU 2025 Prices / Vendor	\$0.79/500 \$1.04/800 Donau	\$0.1725 Chemtrade	\$0.1749 Hydrite	\$0.1285 Graymont	\$0.4594 Hawkins	\$0.089 Airgas	\$0.750 PolyDyne	
NWU 2026 Prices / Vendor	\$1.05/800 Calgon	\$0.1915 Chemtrade	\$0.1599 Hydrite	\$0.1170 MLC	\$0.640 Hawkins	\$0.089 Airgas	\$0.750 PolyDyne	
Estimated Bid Chemicals Cost 2018-2019	\$21,800.00	\$35,600.00	\$19,734.00	\$150,100.00	\$3,825.00	\$13,860.00	\$51,800.00	\$296,719.00
Estimated Bid Chemicals Cost 2020-2021	\$23,600.00	\$50,400.00	\$18,766.00	\$152,000.00	\$4,200.00	\$13,720.00	\$51,800.00	\$314,486.00
Estimated Bid Chemicals Cost 2022	\$44,000.00	\$58,000.00	\$31,680.00	\$155,800.00	\$6,000.00	\$18,060.00	\$60,900.00	\$374,440.00
Estimated Bid Chemicals Cost 2023	\$49,200.00	\$76,800.00	\$49,500.00	\$202,160.00	\$6,750.00	\$22,400.00	\$66,150.00	\$472,960.00
Estimated Bid Chemicals Cost 2024	\$39,480.00	\$76,000.00	\$39,600.00	\$229,900.00	\$6,975.00	\$24,080.00	\$58,800.00	\$474,835.00
Estimated Bid Chemicals Cost 2025	\$41,600.00	\$69,000.00	\$38,478.00	\$244,150.00	\$6,891.00	\$24,920.00	\$52,500.00	\$477,539.00
Estimated Bid Chemicals Cost 2026	\$42,000.00	\$76,600.00	\$35,178.00	\$222,300.00	\$9,600.00	\$24,920.00	\$52,500.00	\$463,098.00



Neenah Water Utility

211 Walnut St. PO Box 426 Neenah, WI 54957-0426

Office: (920) 886-6182 Cell: (920) 858-6300

Email: amach@neenahwi.gov

Anthony L. Mach

Director of Neenah Water Utility

MEMORANDUM

DATE: January 7, 2026

TO: Waterworks Commission

FROM: Anthony L. Mach

RE: Approve Requested Changes to Neenah Water Utility Work Rules

From time to time, updates in the Neenah Water Utility Work Rules are required. This version reflects parity between Neenah Water Utility and City of Neenah vacation policies. All struck language is highlighted in red with added language in blue.

Staff recommends approving the requested changes to the Neenah Water Utility Work Rules.

Neenah Water Utility
Work Rules

Approved by the Neenah Waterworks Commission on June 5, 2024

Employees covered by these work rules will be subject to the City's Employee Handbook, except as modified below. The Water Commission may add to these work rules or revoke or modify them from time to time. The Water Commission will try to keep these work rules current, but there may be times when a policy will change before this material can be revised, published, and communicated. Employment with the City of Neenah Water Utility is at-will. This means that the employee or the Utility may choose to end the employment relationship at any time. Nothing in these work rules should be construed as altering the "at-will" relationship in any manner. These work rules are not an employment contract nor are they intended to be construed as such. They do not guarantee any rights to employees, but instead serve as a valuable resource document for employees of the Water Utility.

1) *Probationary period:* 6 months, extendable to 12 months at Management's discretion.

2) *Hours of Work:*

- a) **Distribution:** The normal work week is forty (40) hours and normally will consist of eight (8) hours per day, Monday through Friday. The regular hours of work per day, Monday through Friday shall be from 7:00 a.m. to 3:00 p.m. with a twenty-five (25) minute paid lunch break at or near the midpoint of their shift. The Employer may adjust the daily work schedule, upon reasonable notice to the employee, to accommodate special work requirements.
- b) **Operators:** For the shift that begins at 11:00 P.M. on Tuesday (Shift A), the first forty (40) hour workweek will normally be completed at 11:00 P.M. Saturday. The second forty (40) hour work week will normally begin at 11:00 P.M. on Saturday and end at 11:00 P.M. on Tuesday. For the shift that begins at 3:00 P.M. on Wednesday (Shift B), the first forty (40) hour workweek will normally be completed at 7:00 P.M. on Saturday. The second forty (40) hour workweek will normally begin at 7:00 A.M. Sunday and end at 3:00 P.M. on Wednesday.

3) *Compensation Rules:*

- a) Employees who have completed their normal work day and are recalled to work shall receive two (2) hours pay at their regular rate in addition to the pay for actual hours worked provided, however, the employees shall receive no less than the equivalent of three and a half (3.5) hours straight time pay.
- b) Employees not notified prior to completion of their previous normal work day who are ordered to report for work at other than their regular scheduled starting time shall receive two (2) hours pay at their regular rate in addition to the pay, at the applicable rate, for the actual hours worked.
- c) When an employee is required to work through his/her lunch break, he/she shall be permitted to work until his/her normal quitting time.

4) Overtime and Premium Pay

- a) One and one-half (1-1/2) times the base pay exclusive of shift differential shall be paid to distribution employees and day shift plant employees. (Water Treatment Operators, Relief Operators and Utility Maintenance Technicians when not in a plant operational role).
 - i) For all hours worked more than forty (40) hours per week, Monday through Sunday.
 - ii) For all hours worked on Saturdays and Sundays.
- b) One and one-half (1 1/2) times the base pay exclusive of shift differential shall be paid to plant operators as follows:
 - i) For all hours worked more than forty (40) hours per week.
 - ii) For all scheduled hours worked on Sunday while operating.
 - iii) In accordance with Section 4(a) above when performing mechanical, distribution maintenance.
- c) Employees who work any time after 3:00 p.m. and/or before 7:00 a.m. shall be paid one dollar (\$1.00) per hour added to their final computed overtime or base pay rate.
- d) Two (2) times the base pay exclusive of shift differential increments shall be paid to all employees for all call-in hours worked on a scheduled holiday, including the Operator on duty when his/her shift relief calls in sick.
 - i) For distribution crew and day workers, for purpose of computing double time pay, a scheduled holiday shall begin at 12:01 A.M.
 - ii) For plant operators, for purpose of computing scheduled holiday double time pay, a scheduled holiday shall begin at 11:01 P.M. the preceding day.
- e) When an employee is taking off work from a scheduled shift for sick leave or funeral leave, such time shall not count as time worked for computing weekly overtime. When an employee is taking off work from a scheduled shift, hours used for vacation time, floating holidays, comp time, and scheduled holidays shall count as time worked for computing weekly overtime. In all cases, sick leave, funeral leave, vacation time, comp time (unless paid out) and floating holidays shall only be used for hours taken off of work from a scheduled work shift.
- f) Any meter exchanges appointed before 7:00 a.m. Monday through Friday are offered by the established list to all qualified employees. Overtime for meter exchanges shall be offered to the utility maintenance meter person first, other employees working on meter exchanges that day second, and then by the established list to all qualified employees. One-week notice not needed.
- g) In the event mandatory training occurs on a scheduled day off, the employee shall receive 4 hours of straight time pay.

h) Employees from other City departments called in after-hours for Utility distribution work will be paid:

- i. Per the Water Utility Overtime policy.**
- ii. At the Water Utility Grade (G4) rate of pay that correlates with their regular rate of pay within their Pay Grade.**

5) *Holidays with Pay.*

- a) All permanent and probationary employees shall receive eight (8) hours pay at their regular straight time hourly rate for the following scheduled holidays irrespective of the day of the week on which they fall: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, the last regularly scheduled work day before Christmas Day and Christmas Day. In the event any of said Holidays fall on Sunday, the following Monday shall be considered the Holiday. If a holiday falls on Saturday, the preceding Friday shall be considered the holiday. When Christmas Day falls on a Monday, the Christmas Eve holiday will be observed on Tuesday, December 26th. Affected employees have the option of an additional day of pay or a mutually, agreeable day off. If an employee that is scheduled to work the observed Christmas Eve or the observed Christmas day elects to have a different mutually agreed upon day off instead of pay, the day may be carried over to the next year. Any employee required to work on any of the observed holidays shall receive two (2) times his/her base pay exclusive of shift differential for all hours worked. All permanent employees shall receive four (4) additional regularly scheduled workdays off each calendar year to be designated as paid floating holidays. These floating holidays shall be selected by the employees based on first come first serve. Not more than two (2) employees shall be permitted to select the same day.**
- b) In order that an employee be eligible for holiday pay, he must work his/her scheduled work day immediately preceding and following the holiday except in cases of illness or excused absence.**

6) *Special Conditions.*

- a) When employees are called in to work outside of their normal shift for an emergency and work through any meal period more than 2 hours, they shall receive a meal allowance of Ten Dollars (\$10.00).**

For this Section, meal period shall be defined as follows:

Breakfast	5:00 A.M. to 7:00 A.M.
Lunch	11:00 A.M. to 1:00 P.M.
Dinner	5:00 P.M. to 7:00 P.M.

- b) All employees will be permitted a twenty-five (25) minute paid break at or near the midpoint of their shift. The paid break for distribution employees should be taken on the job site, weather permitting. If employees work through the paid break, with supervisor's approval, they will receive a meal ticket rather than overtime pay if recorded on their time sheet.**

- c) Reasonable compliance shall be expected of employees when called for emergency work. Repeated failure to respond to calls for emergency work may be subject to discipline.
- d) While the temperature is zero degrees or below, employees assigned to outside work shall be permitted to warm-up each hour.
- e) Water Plant Operators and Utility Maintenance Technicians shall be required to remain on the job until relieved. If not relieved at the completion of his/her regular shift, he/she shall notify his/her Supervisor. He shall also notify his/her Supervisor whether he/she wishes to work the extra shift. If the Operator or the Utility Maintenance Technician declines to work the extra shift, the Supervisor shall secure a replacement operator.

7) ~~Vacations.~~

~~Vacation with pay shall be granted to permanent employees as follows:~~

a) ~~Schedule~~

- ~~i. After one (1) year of service, eighty (80) hours of vacation. Newly hired employees, (One (1) week after 60 days, and an additional one (1) week after one (1) year~~
- ~~ii. After five (5) years of service, one hundred and twenty (120) hours of vacation.~~
- ~~iii. After (10) years of service, one hundred and sixty (160) hours of vacation.~~
- ~~iv. After sixteen (16) years of service, two hundred (200) hours of vacation.~~
- ~~v. For employees hired before 1/1/2011, after twenty four (24) years of service, two hundred forty (240) hours of vacation.~~
- ~~vi. Employees that complete service necessary for an additional (40) hours of vacation in that calendar year, shall receive the additional hours of vacation after his anniversary date and shall thereafter be eligible for such increased hours of vacation as of January 1 of each succeeding calendar year.~~
- ~~vii. All other employees are subject to The City of Neenah vacation policy or the written schedule that was agreed upon at their time of hire.~~

~~b) All other employees are subject to The City of Neenah vacation policy or the written schedule that was agreed upon at their time of hire.~~

7) *Vacations and Floating Holidays.*

Vacation Days and Floating Holidays shall be credited to newly hired permanent employees upon hire as detailed in the schedule below, unless an alternative vacation schedule is agreed to by the employee and Water Utility management. After sixty (60) days of employment, the employee will receive their credited floating holidays and after six (6) months of employment, the employee will receive their credited vacation.

Month of Hire	Accrued Vacation Upon Hire	Accrued Floating Holidays Upon Hire
January	10 Days	4 Days
February	9 Days	4 Days
March	8 Days	4 Days
April	7 Days	4 Days
May	6 Days	4 Days

June	5 Days	4 Days
July	4 Days	2 Days
August	3 Days	2 Days
September	2 Days	2 Days
October	2 Days	2 Days
November	1 day	0 Days
December	1 day	0 Days

On January 1st of the year after hire, all permanent employees shall receive four (4) days of Floating Holidays.

a) Vacation with pay shall be granted to permanent employees as follows:

- viii. From hire until four years of service, ten (10) days of vacation.
- ix. From five (5) years to nine (9) years of service, fifteen (15) days of vacation.
- x. From (10) years of service to fourteen (14) years of service, twenty (20) days of vacation.
- xi. From fifteen (15) to twenty-four (24) years of service, twenty-five (25) days of vacation.
- xii. After twenty-four (24) years of service, thirty (30) days of vacation.
- xiii. Employees that complete service necessary for an additional five (5) days of vacation in that calendar year, shall receive the additional hours of vacation after their anniversary date and shall thereafter be eligible for such increased hours of vacation as of January 1 of each succeeding calendar year.

b) All employees are subject to the vacation policy as laid out in the Work Rules or the written schedule that was agreed upon at their time of hire. If the schedule that was agreed to upon hire provides less vacation than is offered in the Work Rules, then the employee will receive the amount of vacation as laid out in the Work Rules.

c) Choice of vacation will be determined by the established list of employees. Employees shall have from January 1 to March 1 to select their vacations. Vacations not selected by March 1st shall be scheduled by agreement between the Employer and the employee.

d) Vacation selection may be modified by Management through work rules or policies to ensure the efficient operation of the Utility.

e) When a scheduled holiday falls during an employee's vacation, the vacation day(s) that would ordinarily be taken but for the scheduled holiday shall be converted to a floating holiday(s) to be taken by agreement between the employee and the Department Supervisor.

f) Three (3) from the Department will be permitted on vacation at any one time, unless more are approved by the Department Supervisor. ~~But not more than one (1) from any classification.~~ Notwithstanding the foregoing, up to two (2) operators may be granted time off on Tuesdays and Wednesdays, provided such request shall not result in overtime costs to the Employer.

- g) Employees with eighty (80) or more hours of vacation may use forty (40) hours of such vacation on a one (1) day or one-half day (1/2) at a time basis. Such days "off work" shall be scheduled by agreement between the employee and the Employer.
- h) Distribution employees may use up to sixteen (16) hours of vacation time each year on an hourly basis. Filtration employees may use up to sixteen (16) hours of vacation time each year on an hourly basis Monday through Friday 7:00 a.m. - 3:00 p.m. Such hours "off" work shall be scheduled by agreement between the employee and the employer. Time off may be cancelled for emergency situations.

8) Sick Leave.

a) To be granted sick leave an employee:

- i) Shall report his absence at least fifteen (15) minutes prior to the start of his shift, or if necessary, during his/her shift.

9) Clothing

The Employer will furnish at no cost to the employee's rain gear when necessary. The clothing allowance for the "outside crew" consisting of utility distribution maintenance I & II workers, and meter service, shall be four hundred ninety-five dollars (\$495.00). The clothing allowance for the "inside crew" consisting of operators and utility maintenance technicians shall be four hundred twenty dollars (\$420.00). Those employees who work on the outside crew "will be required to wear blue or reflective clothing. Those employees who work on the 'inside crew" will wear suitable clothing for their job. Steel-toed work boots/shoes when required by safety regulations, are covered by the clothing allowance. The clothing allowance will be paid out in a yearly lump-sum payment, and prorated monthly at 1/12 of the total amount for every month worked. Should the employee separate before December 31, the employee will be required to have their final payout reduced at the prorated amount or reimburse the Utility for the difference. Upon successful completion of their probation period, newly hired employees will receive the pro-rated clothing allowance retroactive to their official date of hire.

10) Work Rules

Other matters relating to filling vacancies, CDL License requirements, WDNR certification requirements, hydrant flushing, and comp time banking or usage will be set forth by Management through work rules or policies. Management reserves the right to establish other work rules or policies at any time for the efficient and effective operation of the Water Utility.

Water Commission, Approved XX XX, 2026 TM.

Audit trail: This version reflects parity between Neenah Water Utility and City of Neenah vacation policies and the editing of Rule 7(f).

Water Commission, Approved June 5, 2024 TM.

Audit trail: This version reflects the increase in the meal ticket allowance from \$4.00 to \$10.00.



508: Vacation

Issued By:	Human Resources	Date Modified:	April 10, 2025
Date Approved:	June 18, 2025	Effective Date:	January 1, 2026

508.1 Accrual Rates

Vacation accruals are credited at the beginning of the calendar year (January 1) based upon the employee's years of service at the time accruals are applied.

Vacation leave, with pay, shall be granted to full-time employees based upon credited service years and budgeted hours of work using the following table unless otherwise governed by a collective bargaining agreement or work rules:

Service Years	Accrued Leave
0-4 Years	2 Weeks
5-9 Years	3 Weeks
10-14 Years	4 Weeks
15-24 Years	5 Weeks
25 Years or More	6 Weeks

New Hire Employees will be awarded prorated vacation based on the month of hire and any awarded service credit. Leave is not available until completing six (6) months of employment.

Service credit may be issued in some circumstances to advance vacation in an effort to recruit new employees. Such considerations will be granted based on position, prior experience, and market competitiveness. Any enhanced vacation offers, to include early usage of leave, must be approved by the Human Resources Director. The prorated issuance of leave based on the approved amount of service credit for newly hired employees is as follows:

Hired Month	0-4 Years Service Credit	5 or more Years Service Credit
January	10 days	15 days
February	9 days	13 days
March	8 days	12 days
April	7 days	11 days
May	6 days	10 days
June	5 days	9 days
July	4 days	7 days
August	3 days	5 days
September	2 days	3 days
October	1 day	2 days
November	0 days	1 days
December	0 days	0 days

Following December, leave not used will be rolled over within the allowable limits and accruals will be awarded in full beginning January of the following year based on the normal vacation schedule.

Department Heads shall be credited with five (5) weeks of vacation regardless of years of service due to the regular expectation of Department Heads to surpass normally scheduled work hours. If, when hired, a Department Head has 25 years or more of credited service, an additional week (6th) shall be given. When a Department Head is expected to be away from work for more than one (1) week, such leave must be approved through the Mayor's office.

Part-Time employees shall receive prorated vacation benefits based upon budgeted hours of work. In cases where an employee has a break in employment, an employee's years of employment shall be accumulated from the most recent date of hire. When an employee's status changes from part-time to full-time, the accruals will be credited at a full-time rate as of January 1 the following year. Mid-year changes from part-time to full-time may result in adjustments to vacation accruals for the remainder of such time, with necessary adjustments to be determined by the Department Head in consultation with Human Resources

508.2 Rollover Provisions

The maximum carryover allowed for vacation is fifteen (15) days. Any unused vacation at the end of the calendar year in excess of fifteen (15) days shall be forfeited except with Mayoral or Library Board approval for extenuating circumstances. Department Heads shall be required to keep department vacation leave records and proactively ensure employees are utilizing available leave above the rollover allowance to prevent any unintended loss of time.

508.3 Vacation Leave Usage

Vacation use must be approved in advance by the employee's Department Head and shall generally be scheduled at a mutually convenient time. Department heads shall schedule their vacation in a way that does not unreasonably impede the operation of the department.

Additional provisions exist for employees who are requesting vacation for an approved FMLA or General Medical leave event. See the corresponding policy for more details. Holidays occurring during scheduled vacation periods shall not be counted against an employee's vacation allowance.

508.4 Payout Procedures Upon Separation

Provided an employee satisfies a proper two (2) weeks' (thirty (30) days for department heads) notice or the City's agreement to waive such notice, those with one (1) or more years of service are eligible to have remaining accruals paid out as follows:

Retirees: Upon the retiree's exit interview with Precision retirement, a determination of final payouts will be decided and applied as directed through this interview process.

Non-retirees: Upon issuance of the employee's final payroll check, vacation hours within the allowable limit will be paid out on the following payroll check.

In either of the instances above, such payout is subject to reduction based on any outstanding premiums, deductions, or prorated allowances.



Neenah Water Utility

211 Walnut St. PO Box 426 Neenah, WI 54957-0426

Office: (920) 886-6182 Cell: (920) 858-6300

Email: amach@neenahwi.gov

Anthony L. Mach

Director of Neenah Water Utility

MEMORANDUM

DATE: January 7, 2026

TO: Waterworks Commission

FROM: Anthony L. Mach

RE: Approve Adding Purchase of Additional Shoring Into 2026 CIP

Staff have been exploring options to add additional shoring to allow for safe water main break, hydrant replacement, and service break work. The newest shoring is lightweight and can easily be moved around by one or two staff members. This allows the shoring to be pulled out of the trailer and placed into position easily and safely. Staff would like to keep the existing shoring as well as two sets are occasionally needed for larger jobs.

Distribution Manager Jens received a firm quote of \$12,250 for lightweight shoring from Core & Main.

Staff recommends approving including the purchase of additional shoring in the 2026 CIP at a cost not to exceed \$13,000.



Bid Proposal for SMARTSHORE KIT 8 W/CASE

CUSTOMER	All Bidders	Job SMARTSHORE KIT 8 W/CASE De Pere, WI Bid Date: 10/23/2025 Bid #: 4529135
	Sales Representative Rick Losselyong (M) 920-241-9487 (T) 920-983-8510 Rick.Losselyong@coreandmain.com	Core & Main 2100 Little Rapids Rd De Pere, WI 54115 (T) 9209838510
CONTACT		
NOTES		



Bid Proposal for SMARTSHORE KIT 8 W/CASE

All Bidders

Job Location: De Pere, WI
Bid Date: 10/23/2025
Core & Main Bid #: 4529135

Core & Main
2100 Little Rapids Rd
De Pere, WI 54115
Phone: 9209838510
Fax: 9209838514

Table with 6 columns: Seq#, Qty, Description, Units, Price, Ext Price. Rows include SMARTSHORE KIT 8 W/CASE, 57"X102" PANELS, WAGER JACK STRUT 36"X61.5", WAGER STRUTCH WRENCH, PELICAN CARRYING CASE, VENTURI VACUUM PUMP, INFLATION HOSE W/SHUT OFF, and summary rows for SUBTOTAL, Sub Total, Tax, and Total.

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: https://coreandmain.com/terms-of-sale/

THIS BID MAY INCLUDE GLOBALLY SOURCED (IMPORTED) MATERIALS THAT ARE SUBJECT TO CHANGING TARIFFS. PRICES ARE SUBJECT TO CHANGE DUE TO POTENTIAL ADDITIONAL TARIFFS IMPOSED BY THE U.S. GOVERNMENT. IF IMPOSED, PRICES WILL INCREASE BY THE SAME PERCENTAGE AND WILL BE EFFECTIVE ON THE DATE THAT THE NEW TARIFFS ARE IMPLEMENTED. THESE ITEMS SHOULD BE PURCHASED WITH HASTE TO AVOID ANY ADDITIONAL RISING TARIFF COSTS.

Director's Report
January 19, 2026

1. The Water Utility would like to welcome Mike Coates as our new Distribution Tech I.
2. Water Loss Report.
3. The following applicable items were approved at the December 17, 2025 Board of Public Works meeting:
 - Final Pay Request, Contract 2-25, Street and Utility Construction, Douglas Street and Elm Street, to Feaker & Sons Construction, Inc. in the amount of \$77,875.94. The total amount for Water is \$14,287.48.
 - Final Pay Request, Contract 3-25, Street and Utility Construction, Caroline Street and Hickory Lane, to David Tenor Corporation, in the amount of \$198,464.94. The total amount for Water is \$151,882.46.
4. Solar Installation Update.
5. The next regular Waterworks Commission meeting is scheduled for Monday, February 16, 2026.

**NEENAH WATER UTILITY
PRODUCTION/UNBILLED WATER REPORT**

**THREE MONTH TOTALS
(1000 GALLONS)**

USAGE PERIOD	RAW WATER	FINISHED WATER	BILLED WATER	WATER LOSS ACCOUNTED	WATER LOSS UNACCOUNTED	% WATER LOSS UNACCOUNTED
CURRENT THREE MONTHS (September, October, November)	351,200	333,030	281,107	35,674	16,249	4.88%
MOST RECENT THREE MONTHS (August, September, October)	368,270	347,980	278,639	52,936	16,405	4.71%
1 YEAR AGO (September, October, November)	326,520	309,700	260,394	31,413	17,893	5.78%

NOTES:

Raw water is the total amount of raw water withdrawn from Lake Winnebago / Fox River during the indicated period.

Finished water is the total amount of water entering the distribution system during the indicated period

Billed water is the total usage during the indicated period.

Water loss accounted includes internal plant usage, estimated loss from known main breaks and service leaks, and hydrant flushing.

Water loss unaccounted is calculated by subtracting the billed water and water loss accounted from the finished water.

**DAILY AVERAGE
(MGD)**

USAGE PERIOD	RAW WATER	FINISHED WATER
Nov, 2025	3.73	3.58
Oct, 2025	3.91	3.66
Nov, 2024	3.41	3.22

Neenah Water Utility - Industrial Tower Solar Array

Months in Operation	Dates			Usage (kWh)			Solar Array Output (kWh)			Generation (kWh) [\$0.15376/kWh Usage + \$0.0462/kWh Excess Gen. - Meter Fees]	
	From	To	Days	In Reading	Out Reading	Usage	In Reading	Out Reading	Generation	Net Usage (Generation)	Estimated Net Savings + Surplus
	12/13/2021	12/22/2021	8	65710	66027	317	0	111	111	206	\$ 14.19
1	12/22/2021	1/24/2022	33	66027	67607	1580	111	730	619	961	\$ 79.83
2	1/24/2022	2/23/2022	30	67607	69322	1715	730	1427	697	1018	\$ 90.32
3	2/23/2022	3/24/2022	29	69322	70886	1564	1427	2424	997	567	\$ 130.02
4	3/24/2022	4/23/2022	30	70886	72295	1409	2424	3328	904	505	\$ 117.67
5	4/23/2022	5/24/2022	31	72295	73281	986	3328	4576	1248	(262)	\$ 139.57
6	5/24/2022	6/24/2022	31	73281	73902	621	4576	5941	1365	(744)	\$ 111.80
7	6/24/2022	7/23/2022	29	73902	74477	575	5941	7226	1285	(710)	\$ 104.39
8	7/23/2022	8/23/2022	31	74477	75079	602	7226	8545	1319	(717)	\$ 108.14
9	8/23/2022	9/22/2022	30	75079	75663	584	8545	9704	1159	(575)	\$ 99.79
10	9/22/2022	10/22/2022	30	75663	75869	206	9704	10689	985	(779)	\$ 58.50
11	10/22/2022	11/23/2022	32	75869	76854	985	10689	11506	817	168	\$ 106.05
12	11/23/2022	12/23/2022	30	76854	78267	1413	11506	11877	371	1042	\$ 47.24
13	12/23/2022	1/25/2023	33	78267	79918	1651	11877	12203	326	1325	\$ 48.16
14	1/25/2023	2/22/2023	28	79918	81361	1443	12203	12924	721	722	\$ 109.19
15	2/22/2023	3/23/2023	29	81361	82835	1474	12924	13752	828	646	\$ 125.59
16	3/23/2023	4/22/2023	30	82835	84109	1274	13752	14960	1208	66	\$ 183.96
17	4/22/2023	5/24/2023	32	84109	85162	1053	14960	16144	1184	(131)	\$ 166.09
18	5/24/2023	6/23/2023	30	85162	85772	610	16144	17584	1440	(830)	\$ 130.54
19	6/23/2023	7/22/2023	29	85772	86338	566	17584	18908	1324	(758)	\$ 120.49
20	7/22/2023	8/24/2023	33	86338	86982	644	18908	20427	1519	(875)	\$ 137.68
21	8/24/2023	9/22/2023	29	86982	87559	577	20427	21529	1102	(525)	\$ 111.36
22	9/22/2023	10/20/2023	28	87559	88145	586	21529	22275	746	(160)	\$ 95.86
23	10/20/2023	11/21/2023	32	88145	88900	755	22275	23003	728	27	\$ 110.03
24	11/21/2023	12/22/2023	31	88900	91178	2278	23003	23506	503	1775	\$ 75.50
25	12/22/2023	1/24/2024	33	91178	95362	4184	23506	23743	237	3947	\$ 35.39
26	1/24/2024	2/21/2024	28	95362	97057	1695	23743	24370	627	1068	\$ 97.14
27	2/21/2024	3/23/2024	31	97057	98313	1256	24370	25582	1212	44	\$ 189.15
28	3/23/2024	4/24/2024	32	98313	99494	1181	25582	26760	1178	3	\$ 183.74
29	4/24/2024	5/23/2024	29	99494	212	718	26760	28043	1283	(565)	\$ 132.55
30	5/23/2024	6/25/2024	33	212	885	673	28043	29357	1314	(641)	\$ 128.06
31	6/25/2024	7/25/2024	30	885	1482	597	29357	30682	1325	(728)	\$ 119.52
32	7/25/2024	8/26/2024	32	1482	2121	639	30682	32109	1427	(788)	\$ 128.26
33	8/26/2024	9/25/2024	30	2121	2718	597	32109	33358	1249	(652)	\$ 116.67
34	9/25/2024	10/24/2024	29	2718	3353	635	33358	34588	1230	(595)	\$ 120.59
35	10/24/2024	11/22/2024	29	3353	4038	685	34588	35205	617	68	\$ 95.91
36	11/22/2024	12/24/2024	32	4038	5832	1794	35205	35662	457	1337	\$ 70.35
37	12/24/2024	1/24/2025	31	5832	10100	4268	35662	36265	603	3665	\$ 93.50
38	1/24/2025	2/22/2025	29	10100	14082	3982	36265	36693	428	3554	\$ 69.80
39	2/22/2025	3/25/2025	31	14082	18332	4250	36693	37785	1092	3158	\$ 180.64
40	3/25/2025	4/24/2025	30	18332	21591	3259	37785	38843	1058	2201	\$ 175.02
41	4/24/2025	5/22/2025	28	21591	22225	634	38843	40022	1179	(545)	\$ 121.27
42	5/22/2025	6/24/2025	33	22225	22936	711	40022	41332	1310	(599)	\$ 135.51
43	6/24/2025	7/25/2025	31	22936	23562	626	41332	42642	1310	(684)	\$ 124.17
44	7/25/2025	8/25/2025	31	23562	24184	622	42642	43902	1260	(638)	\$ 122.04
45	8/25/2025	9/23/2025	29	24184	24790	606	43902	45090	1188	(582)	\$ 117.72
46	9/23/2025	10/22/2025	29	24790	25398	608	45090	46100	1010	(402)	\$ 112.33
47	10/22/2025	11/20/2025	29	25398	26062	664	46100	46893	793	(129)	\$ 112.99
48	11/20/2025	12/23/2025	33	26062	27857	1795	46893	47329	436	1359	\$ 70.90
						57852			42642	15210	\$ 4,939.19

Number of Full Months in Operation		48
Cost of System (Less Incentives)	\$	10,183.00
Projected Payback (Years)		8.25
Total Cost of System	\$	22,886.00
Incentives	\$	12,703.00
Net Cost of System	\$	10,183.00