



**Amended City of Neenah
Special Waterworks Commission Agenda
and
Storm Water Citizen Advisory Board Agenda
Monday, October 12, 2026 at 4:00 PM
Hauser Room - Neenah City Hall
211 Walnut Street, Neenah WI 54956**

- I. Call to order
- II. Roll Call
- III. Public Appearances
Speakers must state their name and residential address and are allowed five minutes to speak on topics pertinent to the Waterworks Commission or Storm Water Board.
- IV. Approval of Minutes
 - A. Approve Special Meeting Minutes for September 14, 2026 (Attachment)
- V. Unfinished Business
- VI. New Business
 - A. Approve September 2026 Invoices (Attachment)
 - B. Approve Tuition Reimbursement Program (Attachment)
 - C. Storm Water Report - None
 - D. Receive and Place on File Director's Report (Attachment)
- VII. Announcements and Future Agenda Items
- VIII. Adjournment

NOTICE: Pursuant to the requirements of Wis. Stats. Sec. 19.84 (Open Meeting Notice Law), 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 on which they have decision-making responsibility. This may constitute a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

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**
Special Meeting – September 14, 2026
Hauser Room – City Hall, 211 Walnut Street, Neenah, WI

I. Call to Order

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

II. Roll Call

Present: President Schmeichel; Commissioners: Borchardt, Bauman, and Pollnow; and Director Mach

Excused: Commissioner Hemes

Also Present: Utility Business Manager Barlow, Interim Director of Public Works Rohloff, and Alderperson Neuman

III. Public Appearances – None.

IV. Approval of Minutes

A. Approve Regular Meeting Minutes for August 24, 2026 – Following discussion, **M.S.C. Bauman/Pollnow to approve the August 24, 2026 Regular Meeting Minutes.** All voting aye.

B. Approve Special Meeting Minutes for August 24, 2026 – Following discussion, **M.S.C. Pollnow/Schmeichel to approve the August 24, 2026 Special Meeting Minutes.** All voting aye.

V. Unfinished Business – None.

VI. New Business

A. Approve August 2026 Invoices – Commissioners had no questions about charges and invoices.
Following discussion, **M.S.C. Pollnow/Bauman to approve the August 2026 invoices.** All voting aye.

B. Award Contract 1-26W Oak Street Bridge Water Main Crossing – Commissioners discussed information received from McMahon Associates regarding Contract 1-26W. August Winter & Sons, Inc. has completed similar projects and the pricing for the project is realistic due to its complexity.
Following discussion, **M.S.C. Bauman/Pollnow to award Contract 1-26W Oak Street Bridge Water Main Crossing to August Winter & Sons, Inc., Appleton, WI, in the amount of \$1,383,952.00.** All voting aye.

C. Storm Water Report – None.

D. Receive and Place on File the Director's Report

1. Water Loss Report – Water loss has trended down slightly.
2. Solar Installation Update – The array continues to operate well.
3. Customer Portal / Payment Processor Research Update – Invoice Cloud is going to be offered to CentralSquare customers. Staff will be meeting with IS and Finance staff to discuss.
4. The next regular Waterworks Commission meeting is scheduled for Monday, October 19, 2026.

Following discussion, **M.S.C. Borchardt/Pollnow to receive and place on file the Director's Report.** All voting aye.

Special Waterworks Commission and Storm Water Citizens Advisory Board Meeting Minutes
September 14, 2026
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VII. Announcements and Future Agenda Items

- A. Commissioners asked Director Mach to provide an update on the discussions between Neenah Water Utility and Menasha Electric and Water Utility staff. Director Mach noted that the two utilities had a phone conference to discuss the cost of metering stations and estimating charges. Our staff will be preparing the final letter to send to the PSC within a few days.

VIII. Adjournment

M.S.C. Schmeichel/Pollnow to adjourn at 4:56 p.m. All voting aye.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Anthony L. Mach', with a stylized flourish at the end.

Anthony L. Mach
Director, Neenah Water Utility

WATER UTILITY CASH ACTIVITY
September 2026

Cash Balance September 1, 2026		\$6,431,025
Cash Receipts		
Water Collection Receipts	718,933	
Sewer/Storm Billing Services	7,500	
Q3 Interest	43,140	
Insurance Funds-Plant Roof	94,984	
Other Water Receipts	<u>11,572</u>	
		<u>876,129</u>
Cash Distributions		
Check Register	484,021	
WE Energies/WPS	536	
Disbursements	<u>273,846</u>	
		<u>758,403</u>
Cash Balance September 30, 2026		<u>6,548,751</u>

SEPTEMBER DISBURSEMENTS

Payroll	129,589
Payroll Benefits	43,391
Vehicle Fuel & Fluids	1,578
Vehicle Maintenance	938
Postage	453
IS Services	5,033
GIS Services	157
Finance Services-Payment Receipting	2,594
Finance Services-Accounting	5,964
HR Services	1,998
Legal Services	2,881
Printcare	71
Utility Invoices	2,000
Payment in Lieu of Taxes	76,122
Rent	<u>1,077</u>
Total Disbursements	<u>273,846</u>

REPLACEMENT FUND RESERVES AS OF SEPTEMBER 2026

Sludge Lagoon	\$1,332,039
Vehicles	206,199
Painting Hydrants	57,375
GAC Media Replacement	530,000
Pump Rehab	207,254
Meters/Endpoints	225,000
Boiler Replacement	<u>80,000</u>
Total Replacement Fund Reserves	<u>\$2,637,867</u>

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02
09/03/2026	4671	AIRGAS USA LLC	9174572274	3,310.80	CARBON DIOXIDE	
09/03/2026	4704	NOVASPECT INC	CD10041171	466.25	LIME SILO PRV	
09/03/2026	4685	FERGUSON WATERWORKS	484780	1,670.24	HYD. PARTS	
09/03/2026	4681	DAVID TENOR CORPORATION	CN2-26 PAY #4	5,746.55	PAY REQUEST NO.4 CONTRACT	2-26
09/03/2026	4704	NOVASPECT INC	CD10041027	96.25	LIME SILO GASKET	
09/03/2026	62023	BRAZEE'S ACE HARDWARE	67534	3.06	FASTENERS	
09/03/2026	4697	MICHELS	11100	149.00	BACKFILL	
09/03/2026	62030	MORTON SAFETY LLC	239087	74.77	SHOP SUPPLIES	
09/03/2026	4682	DE GROOT INC	CN1-26 PAY #4	178,181.08	PAY REQUEST NO.4 CONTRACT	1-26
09/03/2026	4695	MCMAHON	944089	1,120.00	OAK ST/FOX RIVER CROSSING	WMR 6/28-8/1
09/03/2026	4712	WERNER ELECTRIC SUPPLY COMPANY	S8134280001	7,810.00	TECHCONNECT CONTRACT	
09/03/2026	4700	MISSISSIPPI LIME COMPANY LLC	CD228297	5,744.71	HYDRATED LIME	
09/03/2026	62023	BRAZEE'S ACE HARDWARE	67488	8.99	CHAINSAW LUBE	
09/10/2026	4723	FERGUSON WATERWORKS	478695	3,519.62	REPAIR CLAMPS	
09/10/2026	62056	OTIS ELEVATOR COMPANY	CVA16500200	6,493.58	ELEVATOR HYDRAULIC REPAIR	
09/10/2026	4720	DIVERSIFIED BENEFIT SERVICES INC	488352	79.05	SEP HRA WATER-17 EES @ \$4	.65 EA
09/10/2026	4736	MISSISSIPPI LIME COMPANY LLC	CD231298	5,826.60	HYDRATED LIME	
09/10/2026	62043	BORSCHKE ROOFING PROFESSIONALS INC	23890	144,984.00	ROOF REPAIR - WATER PLANT	
09/10/2026	4739	NORTHERN LAKE SERVICE INC	2614252	126.72	LAB TESTS	
09/10/2026	4736	MISSISSIPPI LIME COMPANY LLC	CD229482	5,772.78	HYDRATED LIME	
09/10/2026	4732	MICHELS	11951	460.06	BACKFILL	
09/17/2026	4777	SPEEDY METALS LLC	1238988RK	208.16	ALUMINUM PIPE	
09/17/2026	4769	MICHELS	12363	279.18	BACKFILL	
09/17/2026	62066	BRAZEE'S ACE HARDWARE	67741	11.97	HINGED ELECTRICAL PLUGS	
09/17/2026	62066	BRAZEE'S ACE HARDWARE	67570	19.99	WALL MOUNT HOSE HANGER	
09/17/2026	62066	BRAZEE'S ACE HARDWARE	67569	19.99	WALL MOUNT HOSE HANGER	
09/17/2026	62066	BRAZEE'S ACE HARDWARE	66905	19.75	OUTLET RECEPTACLE/COVER/F	ITTINGS
09/17/2026	62066	BRAZEE'S ACE HARDWARE	66906	9.57	ELECTRICAL BOX / LOCKING	NUTS
09/17/2026	4779	THEISEN'S INC	1048351	250.00	SHOP SUPPLIES	
09/17/2026	62077	KUBICKI, TARA	000040761	151.73	OVERPD FINAL ACCOUNT	000025376
09/17/2026	4754	CHEMTRADE CHEMICALS US LLC	90443175	8,673.99	FERRIC SULFATE	
09/17/2026	62066	BRAZEE'S ACE HARDWARE	67515	29.98	LED BULBS	
09/17/2026	4764	HYDRITE CHEMICAL COMPANY	2026000059510	7,444.94	SODIUM HYPOCHLORITE	
09/17/2026	62066	BRAZEE'S ACE HARDWARE	66630	43.97	CONCRETE ANCHORS / GREAT	STUFF
09/17/2026	62078	LAI LLC	2664174	1,544.59	PUMP TUBE ELEMENTS	
09/17/2026	4771	MISSISSIPPI LIME COMPANY LLC	CD232605	5,718.96	HYDRATED LIME	
09/17/2026	4772	NORTHERN LAKE SERVICE INC	2615111	300.00	LAB TESTS	
09/17/2026	4773	PRIMADATA LLC	76342	629.52	AUG UTILITY BILL PRINTING	
09/17/2026	62066	BRAZEE'S ACE HARDWARE	66887	4.99	GROUNDING PLUG	
09/24/2026	4786	DIVERSIFIED BENEFIT SERVICES INC	490028	24.00	SEP FSA-WATER- 6 EES @\$4.	00 EACH
09/24/2026	4798	MICHELS	12859	140.62	BACKFILL	
09/24/2026	62095	DURABLE CONTROLS LLC	78922	620.37	REPLACEMENT PH PROBES	
09/24/2026	4802	NORTHERN LAKE SERVICE INC	2615686	1,311.00	LAB TESTS	
09/24/2026	4785	DIGGERS HOTLINE INC	260825801	121.75	AUG LOCATES	
09/24/2026	4800	MISSISSIPPI LIME COMPANY LLC	CD235276	5,648.76	HYDRATED LIME	
09/24/2026	4801	NEENAH MAIN AUTO BODY INC	6087	4,476.76	VEHICLE REPAIRS	
09/24/2026	4814	WERNER ELECTRIC SUPPLY COMPANY	S8178259001	1,400.00	TRAINING-PREISSNER	
09/24/2026	62107	USA TODAY MEDIA CORP	7831880	187.03	AD-OAK ST/FOX RIVER CROSS	ING WMR
09/24/2026	62093	CLABOR INVESTMENTS LLC	000049563	48.42	OVERPD FINAL ACCOUNT	000024592
09/24/2026	62102	NWPA	09-30-26	150.00	NWPA MEETING (5)	
09/24/2026	4789	FAITH LEAK DETECTION SERVICES LLC	21262	28,625.00	HYD PAINTING	
09/30/2026	4818	U S BANK	09-13-26	40.27	BP#2620600BLUEMKES BP	PC REIMBURSED
09/30/2026	4818	U S BANK	09-13-26	141.41	WAL-MART #2986	SUPPLIES
09/30/2026	4818	U S BANK	09-13-26	382.47	BADGER METER INC	METER READS AUG 2026
09/30/2026	4818	U S BANK	09-13-26	70.00	DNR WS2 EM1 EPAY DEM SALE	PREISSNER DNR LICENSE
09/30/2026	4818	U S BANK	09-13-26	17.78	WAL-MART #2986	OFFICE SUPPLIES
09/30/2026	4751	U S BANK	09-13-26	216.48	TDS METROCOM	08/22-09/21 PHONE FEES
09/30/2026	4818	U S BANK	09-13-26	193.85	THE HOME DEPOT #4903	SAWZALL BLADES /SCISSORS/
09/30/2026	4818	U S BANK	09-13-26	1,097.40	USABBLUEBOOK	1132546/CHEMICAL FEED PUM

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02
09/30/2026	4818	U S BANK	09-13-26	28.99	TECHSTRIDE SOFTWARES	WINDOWS 10 PRO LICENSE
09/30/2026	4818	U S BANK	09-13-26	5,960.81	IN *AERATION POWER SYSTEM	TOWER MIXER
09/30/2026	4818	U S BANK	09-13-26	107.91	AMAZON.COM*5Q1568WR0	SUCTION HOSE
09/30/2026	4850	U S BANK	09-25-26	124.99	EBAY O*22-15148-50263	STAINLESS STEEL PIPE
09/30/2026	4818	U S BANK	09-13-26	255.37	UNITED STATES PLASTIC COR	PUMP TUBING/FITTINGS
09/30/2026	4850	U S BANK	09-25-26	87.98	MENARDS APPLETON WEST WI	RUBBER ROOF PATCHES KIT
09/30/2026	4850	U S BANK	09-25-26	18.62	EBAY O*21-15149-82223	PIPE CAPS
09/30/2026	4850	U S BANK	09-25-26	971.98	GUENTHER SUPPLY	PVC PIPE/ FITTINGS/VALVES
09/30/2026	4850	U S BANK	09-25-26	226.25	TMOBILE POSTPAID WEB	AIRTIME 08/29-09/28
09/30/2026	4850	U S BANK	09-25-26	450.00	PACKER CITY SOFT WATER	SOFTENER SALT
09/30/2026	4818	U S BANK	09-13-26	1.40	DNR WS2 EM1 EPAY DEM SRVF	PREISSNER LIC PROC FEE
09/30/2026	4850	U S BANK	09-25-26	25.27	AMAZON MKTPL*5R6MO0S71	MICROSCOPE SLIDES BATTERI
09/30/2026	4818	U S BANK	09-13-26	580.00	CORE & MAIN - W1005	Z533592/4 INCH HYMAX
09/30/2026	4818	U S BANK	09-13-26	110.98	AMAZON MKTPL*5355F4HG0	WIRE/ WIRE GRABBERS
09/30/2026	4818	U S BANK	09-13-26	454.41	FILTER ELEMENT STORE	FILTERS-AIR COMPRESSORS
09/30/2026	4818	U S BANK	09-13-26	297.00	MIDWEST FILTER LLC	FILTERS
09/30/2026	4818	U S BANK	09-13-26	6,433.02	HAWKINS INC	LPC-31
09/30/2026	4818	U S BANK	09-13-26	359.79	AMAZON MKTPL*5Q2RR3W70	LARGE SUBMERSIBLE PUMP
09/30/2026	4818	U S BANK	09-13-26	1,190.15	USABBLUEBOOK	LAB REAGENTS/SUPPLIES
09/30/2026	4850	U S BANK	09-25-26	42.69	AMAZON MKTPL*5R3WQ19H1	PIPE CUTTER BLADES
09/30/2026	4818	U S BANK	09-13-26	14.34	THE UPS STORE 2376	LAB SHIPPING
09/30/2026	4850	U S BANK	09-25-26	18.99	AMAZON MKTPL*5X7DM0L00	FILTER MEDIA SIFTER
09/30/2026	4850	U S BANK	09-25-26	13.00	YCBM.COM PLAN PROF	BOOKING SOFTWARE SEP 2026
09/30/2026	4850	U S BANK	09-25-26	84.76	EBAY O*13-15165-08910	PIPE HANGERS
09/30/2026	4818	U S BANK	09-13-26	395.49	EBAY O*16-15131-03863	CONDENSER FAN MOTOR
09/30/2026	4818	U S BANK	09-13-26	1,855.95	IDEXX DISTRIBUTION INC	LAB MEDIA/SUPPLIES
09/30/2026	4850	U S BANK	09-25-26	1,398.40	FOX VALLEY METROLOGY LTD	PRESSURE & TEM CALIBRATIO
09/30/2026	4751	U S BANK	09-13-26	71.00	ASC EMPL SOLTN PRTL ECOM	DRUG & ALCOHOL TESTING
09/30/2026	4818	U S BANK	09-13-26	276.64	WINCHESTER HILL GOLF COUR	TEAM BUILDING EVENT
09/30/2026	4818	U S BANK	09-13-26	20.00	IN *ENABLING ELEMENTS, IN	BOOSTER STAT TELEM SEP 26
09/30/2026	4751	U S BANK	09-13-26	303.59	TMOBILE POSTPAID WEB	AIRTIME 7/22-8/21
09/30/2026	4818	U S BANK	09-13-26	1,812.38	HAWKINS INC	HYDROFULOSILICIC ACID
09/30/2026	4818	U S BANK	09-13-26	96.44	USABBLUEBOOK	FILTER HOUSING
09/30/2026	4818	U S BANK	09-13-26	208.95	USABBLUEBOOK	REPLACEMENT FILTERS
09/30/2026	4818	U S BANK	09-13-26	752.50	SP COMPAIRUSA326	OIL/WATER SEPARATORS
09/30/2026	4850	U S BANK	09-25-26	302.08	HD SUPPLY FACILITIES	MULTI FOLD PAPER TOWELS
09/30/2026	4850	U S BANK	09-25-26	9.99	GETDIGIMARKET.COM	OFFICE 2019 PRO
09/30/2026	4818	U S BANK	09-13-26	163.78	CINTAS CORP	MATS MOPS DISTRIBUTION
09/30/2026	4818	U S BANK	09-13-26	1,735.00	CORE & MAIN - W1005	Z486063/STOP BOX & RODS
09/30/2026	4818	U S BANK	09-13-26	163.78	CINTAS CORP	MATS MOPS TREATMENT
09/30/2026	4850	U S BANK	09-25-26	192.08	4TE*CULLIGAN WATER CONDIT	LAB WATER
09/30/2026	4818	U S BANK	09-13-26	-816.54	USABBLUEBOOK	SCN949162/RETRN CHEM FEED
09/30/2026	4818	U S BANK	09-13-26	1,542.00	MIDWEST METER - JACKSON	1 INCH METERS HORNS
09/30/2026	4818	U S BANK	09-13-26	66.00	WI STATE HYGIENE LAB	LAB TEST
09/30/2026	4850	U S BANK	09-25-26	9.97	THE HOME DEPOT #4903	MOTOR CAPACITOR
09/30/2026	4818	U S BANK	09-13-26	1,180.80	MARKS PLUMBING PARTS	LUBE & PENETRATION OIL
09/30/2026	4850	U S BANK	09-25-26	155.40	MENARDS APPLETON WEST WI	STORM DOOR
09/30/2026	4818	U S BANK	09-13-26	57.98	TECHSTRIDE SOFTWARES	WINDOWS 10 PRO LICENSES
09/30/2026	4850	U S BANK	09-25-26	645.26	HAWKINS INC	AMMONIA HYDROXIDE
09/30/2026	4818	U S BANK	09-13-26	4,291.30	HAWKINS INC	SODIUM PERMANGANATE
09/30/2026	4818	U S BANK	09-13-26	303.82	CORE & MAIN - W1005	Z533648/4 INCH CLAMP
09/30/2026	4850	U S BANK	09-25-26	1,068.88	MENARDS APPLETON WEST WI	LADDERS (6)
09/30/2026	4850	U S BANK	09-25-26	4,866.43	HAWKINS INC	SODIUM PERMANGANATE
09/30/2026	4818	U S BANK	09-13-26	964.24	HAWKINS INC	AMMONIA HYDROXIDE
09/30/2026	4751	U S BANK	09-13-26	150.00	ASC EMPL SOLTN PRTL ECOM	3RD QTR EAP FEES
Overall - Total				484,021.05		



Dept. of Human Resources and Safety
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6112 • e-mail: sschott@neenahwi.gov
STEPHANIE SCHOTT
DEPUTY DIRECTOR OF HUMAN RESOURCES AND SAFETY

MEMORANDUM

DATE: October 12th, 2026
TO: President Schmeichel and Members of the Water Commission
FROM: Stephanie Schott- HR
RE: Neenah Water Utility Tuition Reimbursement Program

Director Mach recently brought the proposed Neenah Water Utility Tuition Reimbursement Program to our attention. Based on our initial review, Human Resources has concerns with moving forward with the program in its current form.

Training and certifications that are necessary or directly beneficial to an employee's current position should generally be funded through the department's existing training and professional development budget. For the Water Utility, this might include Waterworks Operator certifications, water treatment certifications, cross-connection control certification, backflow testing certification, and other specialized utility training. This allows the department to determine which training is necessary and ensures expenses are directly connected to the needs of the position.

Currently, if a certification is required as a condition of employment, such as a CDL for Parks and Public Works positions, the employee is responsible for the cost of obtaining it. The Water Utility, however, currently pays for these certifications, which creates an existing internal inequity.

As the City's Human Resources Department, we have a responsibility to ensure internal equity across departments. Implementing this program as proposed could create additional inequities, particularly when other employees are responsible for the cost of certifications that are conditions of employment.

If the Commission chooses to move forward with a reimbursement program, HR recommends requiring employees to remain with the City for three years following completion of the approved education or certification, with repayment of the **full** reimbursement amount if they leave before the three-year period is complete.

At this time, Human Resources does not support moving forward with the proposed program. We support employee development and training opportunities but believe these needs can generally be addressed through department budgets and by evaluating specific recruitment and retention challenges.



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: October 5, 2025
TO: Waterworks Commission
FROM: Anthony L. Mach
RE: Request to Approve Tuition Reimbursement Program

The enclosed document is designed to establish the foundations of a tuition reimbursement program. Our goal is to have a program that will help meet our recruitment and retention needs while fostering employee engagement and driving success.

This concept was originally presented at the December 16, 2024 Waterworks Commission meeting. Director Mach then developed a draft Tuition Reimbursement Program which was presented at the February 17, 2025 meeting. The draft was sent to former HR Director Fairchild for review and response, but no follow-up or further action was taken.

Continuing the professional development of our staff is always in the best interest of the Water Utility and this Program will help to make that goal a reality.

Staff request approval of the Neenah Water Utility Tuition Reimbursement Program.

Neenah Water Utility Tuition Reimbursement Program

Program Overview

The Neenah Water Utility Tuition Reimbursement Program is designed to encourage all employees to pursue further education or training, with the ultimate goal of improving employee skills, career development, and retention.

Eligibility

- All regular employees are eligible for the tuition aid program after passing their initial probationary period.
- Employees on an approved leave of absence as provided under federal or State law, or those unable to work due to an injury or illness that is covered under worker's compensation law(s) shall remain eligible for the program
- If an employee is laid off for reasons beyond their control, subsequent to the approved enrollment, eligibility for the tuition aid program will continue through satisfactory completion of the course(s) in which the employee is currently enrolled.

Reimbursement Criteria

- Effective upon Waterworks Commission approval, the Utility will reimburse up to 90% of educational costs to a maximum of \$5,000.00 per calendar year for all eligible employees.
- Educational costs are defined as the following costs incurred in the process of taking and completing covered coursework:
 1. Tuition.
 2. Registration fees (excluding late fees) and lab fees associated with the course.
 3. Books and other materials directly related to the requirement of the course.
 4. This program does not provide reimbursement for travel (mileage, lodging, parking, meals, etc.) or those items which may be necessary to complete the approved coursework but can also be of personal use (i.e., calculator, computer, office equipment and/or supplies).

Approved Coursework

- Coursework must have a relationship to the employee's current job assignment or as approved by the Director.
- Coursework must be taken in the pursuance of a Certificate, or an Associate, Bachelor or Graduate degree.
- Seminars, workshops, professional conferences, certifications and courses taken through a Continuing Education Program (i.e. adult education) do not qualify for reimbursement under this program.
- Audited courses and courses which are marked "Pass / Fail" do not qualify for reimbursement under this program.
- Coursework must be taken through an educational institution that is accredited by the Distance Education Accrediting Commission and/or the North Central Association of Colleges and Schools, or an institution as otherwise approved by the Director.

Stipulations

- All courses must be taken outside of the employee's regular work hours unless approved leave is used, and approval has been provided by the Director.
- Employees must remain an active employee with Neenah Water Utility for at least three (3) years after the completion of approved courses. An employee who resigns, is terminated, or retires from Utility employment before the completion of the three-year service obligation shall be required to reimburse the Utility, on a prorated basis, for any benefit paid under this program within the last 36 months of Utility employment. Reimbursement may be obtained through personal payment by the employee, payroll deduction from the employee's last paycheck or deducting an equivalent amount from any accrued leave balances due to the employee.
- Reimbursement will not be made to an employee who was discharged or voluntarily terminates employment with the Utility before completion of enrolled course(s).
- Reimbursement will not be made to an employee who transfers to another City department before completion of enrolled course(s).
- Reimbursement will not be made to an employee who withdraws from enrolled course(s) due to personal reasons.
- Employees who receive educational assistance through the U.S. Department of Veteran Affairs or the State of Wisconsin due to military service will receive 90% of the net difference between the grant benefit and the yearly maximum benefit. For example, the employee is approved for a course that will incur fees of \$5,000. The employee receives \$2,000 towards tuition from the GI Bill. The employee is eligible for 90% reimbursement of the \$3,000 net cost of tuition.
- Employees who receive full tuition paid through other resources (i.e. GI Bill, grants, scholarships, etc.) will only be allowed reimbursement at 90% for the cost of books or unreimbursed materials related to their coursework.

Procedures

- All requests for tuition reimbursement must be submitted to the Director for approval using the Tuition Aid Request form.
- Requests must be submitted and approved before course registration and before the commencement of the class. Requests received after this timeframe may not be eligible for tuition reimbursement.
- The Director shall be responsible for processing Tuition Aid Request forms and administering the Program after initial approval.
- Upon completion of the course(s), a copy of the grade report with a grade of "C" or higher, along with all receipts for eligible costs associated with completing the course, must be submitted to the Director for processing and refund. This must be done by the employee within 60 calendar days of satisfactory completion of the course(s).

Program Dispute Procedures

- Any disputes relating to the interpretation and administration of this program will be decided upon by the Waterworks Commission.
- Disputes must be presented in writing to the Director within 30 days of denial of reimbursement.

**Director's Report
October 12, 2026**

1. Water Loss Report.
2. The following applicable items were approved at the September 24, 2026 Board of Public Works meeting:
 - Change Order No. 3, Contract 1-26, Utility and Street Construction on Elm Street, Reed Street, and Laudan Boulevard to De Groot. Inc., in the amount of \$42,217.90. The total amount attributable to Water is \$11,085.90.
 - Pay Request No. 5, Contract 1-26, Utility and Street Construction on Elm Street, Reed Street, and Laudan Boulevard to De Groot. Inc., in the amount of \$1,072,036.58. The total amount attributable to Water is \$102,468.06.
3. Solar Installation Update.
4. Customer Portal / Payment Processor Research Update.
5. Focus on Energy Strategic Energy Management (SEM) staff visited the Plant on September 25, 2026. The goal of the visit was to review energy usage and prioritize areas for improvement. Staff identified twenty areas that needed attention. Overall, the visit was very successful.
6. The next regular Waterworks Commission meeting is scheduled for Monday, November 16, 2026.

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

**THREE MONTH TOTALS
(1000 GALLONS)**

USAGE PERIOD	RAW WATER	FINISHED WATER	BILLED WATER	WHOLESALE WATER	WATER LOSS ACCOUNTED	WATER LOSS UNACCOUNTED	% WATER LOSS UNACCOUNTED
CURRENT THREE MONTHS (June, July, August)	485,470	467,520	252,689	62,554	70,251	82,026	17.54%
MOST RECENT THREE MONTHS (May, June, July)	424,820	406,250	253,061	7,965	59,977	85,247	20.98%
1 YEAR AGO (June, July, August)	387,220	369,040	258,233	0	51,617	59,190	16.04%

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
Aug, 2026	6.22	6.03
Jul, 2026	5.01	4.82
Aug, 2025	4.16	3.94

[illegible]

Number of Full Months in Operation		57
Cost of System (Less Incentives)	\$	10,183.00
Projected Payback (Years)		7.34
 Total Cost of System	 \$	 22,886.00
Incentives	\$	12,703.00
Net Cost of System	\$	10,183.00