

**MINUTES OF THE NEENAH WATER WORKS COMMISSION
AND
STORM WATER CITIZEN ADVISORY BOARD MEETING**
Regular Meeting – April 21, 2025
Hauser Room – City Hall, 211 Walnut Street, Neenah, WI

Present: President Schmeichel; Commissioners: Bauman, Hemes, Lang and Steiner; and Director Mach.

Also Present: Public Works Engineer Kummerow and Mr. Frank Cuthbert

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

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

Approve the Invoices for March 2025 – Commissioners asked about charges from Load Cell Central. Director Mach explained that this charge was for replacement load cells for the Carbon System.

Following discussion, **M.S.C. Schmeichel/Steiner to approve the March 2025 invoices.** All voting aye.

Appearances – None.

Old Business/New Business

Storm Water Report – Public Works Engineer Kummerow presented the Storm Water Report for this month. Highlights of the report include an update on the MS4 Report, Storm Water Planning Grant, and S. Commercial Street construction. He further explained some of the content of the MS4 Report, including educational components, outfall inspections, Neenah Creek cleanup events, salt / brine usage, catch basin cleaning, and updates to the storm system map.

Following discussion, **No action needed.**

Request to Approve the Draft 2024 Water Quality Report – Director Mach presented the 2024 WQR for Commission review and consideration. There are no major updates for this year. Director Mach did note that there were four lead exceedances out of 60 samples. This is not a violation and staff continue to work with the DNR to improve corrosion control.

Following discussion, **M.S.C. Bauman/Hemes to approve the Draft 2024 Water Quality Report.** All voting aye.

Request to Allocate Funds to Repair the Lagoon Berms – Director Mach informed the Commission of the current state of the berms and roads around the lagoons. There are three major areas which need immediate attention and staff are in the process of getting quotes for the work. The maximum estimated cost for this emergency project is \$60,000. Commissioners asked Director Mach to report back with any quotes received but were comfortable setting the maximum allowance for this work at \$60,000.

Following discussion, **M.S.C. Schmeichel/Steiner to approve allocating funds to repair the Lagoon Berms at a cost not to exceed \$60,000.** All voting aye.

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Request to Approve Static Mileage Reimbursement for Director Mach – Director Mach presented the City approved Travel Policy along with a memo and calculation of his average monthly mileage. He explained that he does not have access to any of the Utility vehicles and that all travel is provided by his personal vehicle. Tallying mileage is inefficient and many of the smaller trips to job sites and the plant go unreimbursed. Director Mach has requested that the Commission approve a static reimbursement per the enclosed Policy.

Following discussion, **M.S.C. Hemes/Steiner to approve the static monthly mileage reimbursement of \$89.25 for Director Mach retroactive to April 1, 2025.** All voting aye.

Director's Report –

1. Distribution Technician Larry Reckner has announced his retirement in June of 2025. Larry has been with us for 31 years and we wish him a very happy and healthy retirement! The opening in Distribution will be advertised and filled.
2. Water Loss Report – Water loss continues to increase slightly. Staff are planning on commencing leak detection efforts after the construction projects are substantially complete.
3. The following applicable items were approved at the March 18, 2025 Board of Public Works meeting:
 - Award Contract 3-25, Utilities and Street Construction on Caroline Street and Hickory Lane to David Tenor Corporation, Green Bay, WI, in the amount of \$808,444.20. The total amount for Water is \$217,735.40.
 - Change Order No. 4, Contract 1-24, Utilities and Street Construction, Belmont Avenue, Belmont Court, Cedar Street, and Stevens Street, to David Tenor Corporation, in the amount of \$23,352.50 for Water final quantity adjustments.
 - Final Payment No. 9, Contract 1-24, Utilities and Street Construction, Belmont Avenue, Belmont Court, Cedar Street, and Stevens Street, to David Tenor Corporation, in the amount of \$3,006.02 for Water on Belmont Ave., \$5,263.85 for Water on Belmont Ct., \$31,847.69 for Water on Cedar St., and \$14,662.50 for Water on Stevens St.
 - Pay Request No. 4, Contract 1-24W, Removal and Replacement of Carbon Dioxide Tank and Related Appurtenances, to Rohde Brothers, Inc., in the amount of \$31,000.00.
 - Change Order No. 2, Contract 2-24W, Booster Station Contract B - Process, Mechanical, Electrical and Plumbing Construction, to Sabel Mechanical LLC., in the amount of (\$4,661.40).
4. The following applicable items were approved at the April 10, 2025 Board of Public Works meeting:
 - Award Contract 5-25, HMA Street Repairs to MCC, Inc., Appleton, WI, in the amount of \$89,559.50. The total amount for Water is \$27,122.22.
 - Pay Request No. 4, Contract 2-24W Booster Station Contract B - Process, Mechanical, Electrical and Plumbing Construction, to Sabel Mechanical LLC, in the amount of \$150,283.35.
5. Booster Station Update – The project is substantially complete. There is a small list of punch list items that need to be completed.
6. Lagoon Dredging Update – The project is complete and the final (cut) survey was received.

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7. Carbon Dioxide Tank Project Update – The Contractor needs to install a regulator and finish startup tasks, but the project is nearing completion.
8. Solar Installation Update – The array continues to function well.
9. The next regular Waterworks Commission meeting is scheduled for Monday, May 19, 2025. This meeting will include the annual Audit Report.

Any Other Business That May Legally Come Before the Commission – Commissioners asked Director Mach about the Community Water Fluoridation Equipment Grant application status. Director Mach explained that the grant was approved, there is no needed matching funds, and the Utility has an opportunity to replace aging equipment and add safety features at no cost to the Utility.

Adjournment – **M.S.C. Lang/Schmeichel to adjourn at 5:33 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach
Director, Neenah Water Utility