

**MINUTES OF THE NEENAH WATER WORKS COMMISSION
AND
STORM WATER CITIZEN ADVISORY BOARD MEETING**
Regular Meeting – February 17, 2025
Hauser Room – City Hall, 211 Walnut Street, Neenah, WI

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

Also Present: HR Director Fairchild, Mr. Frank Cuthbert, and Ms. Flo Bruno

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

Approve Regular Meeting Minutes for December 16, 2024 – Following discussion, **M.S.C. Schmeichel/Lang to approve the December 16, 2024 Regular Meeting Minutes.** All voting aye.

Approve the Invoices for December 2024 and January 2025 – Commissioners asked about the increased lime usage. Director Mach indicated that the water has been difficult to treat this winter with wide pH fluctuations. Currently, there is open water along the shore and above the intake.

Following discussion, **M.S.C. Lang/Steiner to approve the December 2024 and January 2025 invoices.** All voting aye.

Appearances – None.

Old Business/New Business

Request to Abandon Water Mains on a Portion of Jackson St. and McKinley St. – Director Mach presented a memo explaining the rationale behind abandoning these mains. Currently, the mains are on Galloway Company property and difficult to access if service is required. In addition, their presence may hinder growth and they provide no appreciable value to the utility.

Following discussion, **M.S.C. Schmeichel/Lang to abandon the water main along with related appurtenances on what was formerly known as Jackson Street from Henry Street to S. Commercial Street along with water main and related appurtenances on what was formerly known as McKinley Street from Henry Street east to the terminus.** All voting aye.

Request to Adjust On-Call Stipend Amount – Director Mach presented a memo regarding the on-call stipend. This was created to keep an employee in a ready state during the weekends as it was difficult to get response for emergencies during these times in the past. Director Mach could not find where this value was originally set. He requested the stipend be set to an even amount with Commission action needed to adjust it so that it is easier to manage. The value of the stipend outweighs the cost as it ensures we always have coverage for emergencies.

Following discussion, **M.S.C. Lang/Steiner to set the on-call stipend rate at \$320 for 64 hours.** All voting aye.

Update for the Mentoring Program – Director Mach discussed with the Commission the successes with the Mentoring Program. This program allows us to tailor training to meet the requirements of the job description and internal requirements while rewarding employees who spend their time and energy to mentor new employees.

Following discussion, **No action needed.**

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Review Draft Tuition Reimbursement Program – Director Mach presented the Draft Tuition Reimbursement Program for Commission review. HR Director Fairchild added some valuable information regarding the suggested reimbursement maximums and grade-based reimbursement percentages. She was interested in developing a city-wide program as there currently is no tuition reimbursement available.

Following discussion, **No action requested.**

Director's Report –

1. Water Plant Operator Troy Biese has announced his retirement in March of 2025. Troy has been with us for nearly 23 years and we wish him a very happy and healthy retirement!
2. Water Loss Report – Water loss has been trending downward lately. This has been a difficult year for main breaks so far.
3. The following items were approved at the January 21, 2025 Board of Public Works Meeting:
 - Change Order No. 1, Contract 2-24, Sanitary Sewer & Laterals, Storm Water, Water Main & Services and Street Construction on E. Doty Avenue, to Kruczek Construction, Inc., for extra work done on the project, in the amount of \$5,745.21 for Water.
 - Pay Request No. 2, Contract 1-24W Removal and Replacement of Carbon Dioxide Tank and Related Appurtenances, to Rohde Brothers, Inc. in the amount of \$38,000.00.
 - Pay Request No. 3, Contract 2-24W Booster Station Contract B - Process, Mechanical, Electrical and Plumbing Construction, to Sabel Mechanical LLC., in the amount of \$190,689.19.
 - Change Order No. 1, Contract 2-24W Booster Station Contract B - Process, Mechanical, Electrical and Plumbing Construction, to Sabel Mechanical LLC., in the amount of (\$4,625.00) and to extend the completion date to January 24, 2025.
4. The following items were approved at the February 5, 2025 Board of Public Works meeting:
 - Pay Request No. 3, Contract 4-24, Sanitary Sewer and Laterals, Storm Sewer, Water Main, S. Park Easement, Scott Lamers Construction, in the amount of \$ 162,037.70 for Water.
 - Final Pay Request, Contract 2-24, Sanitary Sewer and Laterals, Storm Sewer, Water Main and Street Construction, Kruczek Construction, Inc., in the amount of \$40,682.50 for Water.
 - Final Pay Request, Contract 8-24, HMA Repairs, MCC Inc., in the amount of \$18,868.51 for Water.
5. The following items were approved at the February 11, 2025 Board of Public Works meeting:
 - ~~Pay Request No. 3, Contract 4-24, Sanitary Sewer and Laterals, Storm Sewer, Water Main, S. Park Easement, Scott Lamers Construction, in the amount of \$ 162,037.70 for Water.~~
 - Pay Request No. 3, Contract 1-24W Removal and Replacement of Carbon Dioxide Tank and Related Appurtenances, to Rohde Brothers, Inc. in the amount of \$142,500.00.
6. Booster Station update – The station is currently running well.
7. AMI update – There are a few issues with the system and staff are working with staff at Landis+Gyr to work through solutions.

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8. Solar installation update – The array is working well, but was covered with snow and ice last week. Hoping the sun will melt it all off soon.
9. The next regular Waterworks Commission meeting is scheduled for Monday, March 17, 2025.

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

There being no further business, the meeting was adjourned by President Schmeichel at 5:44 p.m.

Respectfully submitted,



Anthony L. Mach
Director, Neenah Water Utility