

**MINUTES OF THE NEENAH WATER WORKS COMMISSION  
AND  
STORM WATER CITIZEN ADVISORY BOARD MEETING**  
Regular Meeting – February 20, 2023  
Council Chambers – City Hall

**Present:** President Schmeichel; Commissioners: J. Lang, Hemes, Boyette, and Bauman; and Director Mach

President Schmeichel called the meeting to order at 4:30 p.m.

Approve Meeting Minutes for January 16, 2023 – Following discussion, **M.S.C. Boyette/Hemes to approve the January 16, 2023 Meeting Minutes.** All voting aye.

Approve the Invoices for January 2023 – Commissioners asked about charges and invoices from Newegg, Inc., Strand Associates, Inc., UW Milwaukee, Superior, LLC, Michels Corporation, and Eagle Graphics, LLC. Director Mach explained that new computers were purchased from Newegg to replace existing computer systems that were becoming difficult to use and were past their useful life. One computer was purchased for the training center at the plant. Strand Associates maintains the distribution system model. Staff provide data so that the model is updated on a yearly basis. UW Milwaukee provided archaeological services in conjunction with a main break on Wisconsin Ave. The fee from Superior is the Water Utility's share of the billing system SaaS fee. The Utility purchases backfill and cold patch from Michels. This material is used to perform restoration after main break repairs. Eagle Graphics is the vendor used to provide clothing as rewards for employee longevity.

Following discussion, **M.S.C. Boyette/Bauman to approve the January 2023 invoices.** All voting aye.

Appearances – None.

Old Business/New Business

Approve Contract 2-23 – Director Mach noted that the approval authority process requires the Commission to approve all contracts in which the Utility is responsible for greater than 50% of the cost of the work. Commissioners were pleased to see the large amount of bids and sent along compliments to Utility staff and Public Works staff for doing a great job with the bidding process. Director Mach did note that the award recommendation is for the entire contract amount, but the Utility is responsible for approximately 52% of this work.

Following discussion, **M.S.C. Boyette/Bauman to recommend awarding Contract 2-23 Sewer, Water Main & Water Services, and Street Construction on Brantwood Dr., Brantwood Ct., Charles Ct., Hughes Ct., Memorial Ct., and Patrick Ct. to Dave Tenor Corporation of Green Bay, WI in the amount of \$1,077,298.50.** All voting aye.

Approve Fourth Amendment to the Verizon Lease – Director Mach presented a memo detailing the request from Verizon to add additional cell capacity to the Industrial Tower. Staff negotiated additional rent of \$125 per month along with coverage of the associated engineering and inspection costs of \$6,000. The issue of unpaid back rent was also discussed and Verizon agreed to pay this as a lump sum.

Following discussion, **M.S.C. Lang/Hemes to approve the Fourth Amendment to the Verizon Lease.** All voting aye.

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Director's Report –

1. Water Loss Report – Water loss appears to be decreasing over time, but staff continue leak detection efforts when time allows.
2. The following items were approved at the January 31, 2023 Board of Public Works meeting:
  - Change Order No.3 for Contract 2-22, Sanitary Sewer and Laterals, Water Services, and Street Construction on Dieckhoff Street and Grove Street to Donald Hietpas & Sons Inc., Little Chute, WI in the amount of \$9,963.00 for final quantity adjustments.
  - Final Payment for Contract 2-22, Sanitary Sewer and Laterals, Water Services, and Street Construction on Dieckhoff Street and Grove Street to Donald Hietpas & Sons Inc., Little Chute, WI in the amount of \$9,104.70 for water services.
  - Pay Request No. 1 for Contract 11A-22, Water Service Replacement on Reddin Avenue and Zemlock Avenue to Donald Hietpas & Sons Inc., Little Chute, WI in the amount of \$1,025.00 for utility-owned service replacement.
3. The following items were approved at the February 9, 2023 Board of Public Works meeting:
  - Award Contract 1-23, Street, Sanitary & Storm Sewer and Water Main Construction on Burr Ave., Chestnut St., Dieckhoff St., and Laudan Blvd. to Don E. Parker Excavating, Inc., Hortonville, WI in the amount of \$2,474,739.50. The amount of the contract applicable to Water is \$699,549.00.
  - Award Contract 2-23, Sewer, Water Main & Water Services, and Street Construction on Brantwood Dr., Brantwood Ct., Charles Ct., Hughes Ct., Memorial Ct., and Patrick Ct., to David Tenor Corporation, in the amount of \$1,077,298.50. The amount of the contract applicable to Water is \$559,326.00.
4. Solar installation update – January was very overcast and the solar production was minimal.
5. Private lead service line replacement funding and project update – Spot replacements are being performed.
6. The next regular Waterworks Commission meeting is scheduled for March 20, 2023.

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

Any Other Business That May Legally Come Before the Commission – Commissioners requested updates regarding the proposal from Landis+Gyr. Director Mach explained that the contract is being drafted. Per previous Commission request, Director Mach provided an update on the progress and cost of work associated with the 2022 CIP.

Adjournment – **M.S.C. Hemes/Boyette to adjourn in at 5:24 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach  
Director, Neenah Water Utility