

**MINUTES OF THE NEENAH WATER WORKS COMMISSION
AND
STORM WATER CITIZEN ADVISORY BOARD MEETING**
Regular Meeting – November 18, 2024
Hauser Room – City Hall, 211 Walnut Street, Neenah, WI

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

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

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

Approve Regular Meeting Minutes for October 21, 2024 – Following discussion, **M.S.C. Hemes/Bauman to approve the October 21, 2024 Regular Meeting Minutes**. All voting aye.

Approve the Invoices for October 2024 – Commissioners asked about the tax refund from MTC Pro and the overpaid final account for Glorie Dei Lutheran Church. Director Mach explained that the CMMS vendor charged tax for the service and staff requested a refund of this amount. Director Mach did not know why this overpaid account amount was so high, but he would investigate it and report back.

Following discussion, **M.S.C. Schmeichel/Steiner to approve the October 2024 invoices**. All voting aye.

Appearances – None.

Old Business/New Business

Storm Water Report – Public Works Engineer Kummerow provided an update on the Douglas Pond and the Harrison Pond. Bids were opened for the construction of the Douglas Pond and work started on November 11th. Final grading work needs to be completed at the Harrison Pond. The pumps have been troublesome, and staff are trying to work with the vendor to get these issues resolved.

Request to Reimburse the Developer for the Cost to Oversize Water Mains and Valves in the 4th Addition to Homes at Freedom Meadows – Director Mach presented a memo detailing the request to oversize the mains on Liberty Avenue and Freeman Drive in the 4th Addition to the Homes at Freedom Meadows. The purpose of this request is to ensure that future developments to the north and west will have adequate supply from the Booster Station. Furthermore, any oversizing reimbursement will be less any inspection fees due from the projects.

Following discussion, **M.S.C. Hemes/Bauman to reimburse the Developer the costs to oversize the water main in the 4th Addition to Homes at Freedom Meadows at a cost not to exceed \$28,000.00**. All voting aye.

Discussion on Offering Financing for Lead Service Line Replacements – Director Mach requested a no-action item to allow for time to discuss options for assisting with private lead service line replacements. One possible option is the Houses to Homes Program managed by Community Development and another option is to have the Water Utility provide a loan program. The PSC had no objection to this program, but did warn that any administrative costs would need to be absorbed by the Utility. Director Mach will continue conversations with Community Development staff and update the Commission at the next meeting.

**Waterworks Commission and Storm Water Citizens Advisory Board Regular Meeting Minutes
November 18, 2024
Page 2 of 2**

Director's Report –

1. Water Loss Report – Staff are continuing leak detection efforts when time allows.
2. The following items were approved at the October 17, 2024 Board of Public Works meeting:
 - Pay Request No. 6, Contract 3-24, Sanitary & Storm Sewer and Laterals, Water Main and Street Construction, on Bayview Road, Quarry Lane, and Reed Street, to Don Hietpas & Sons, Inc., in the amount of \$2,047.50 for the Commercial Street crossings.
 - Pay Request No. 4, Contract 7-24, Concrete Pavement and Sidewalk Repairs, to Jim Fischer, Inc., in the amount of \$2,422.87 for Services and \$3,281.42 for Mains.
 - Pay Request No. 1, Contract 2-24W Booster Station Contract B - Process, Mechanical, Electrical and Plumbing Construction, to Sabel Mechanical LLC., in the amount of \$184,801.88.
 - Change Order No. 2, Contract 1-24W, Removal and Replacement of Carbon Dioxide Tank and Related Appurtenances, to Rohde Brothers Inc., in the amount of \$16,684.00.
3. Booster Station update – The generator will be delivered this week. Several items have been completed since the last meeting.
4. AMI update – The system is functioning well, and staff are replacing endpoints at a rapid pace.
5. Solar installation update – The array is functioning well.
6. Pursuant to EPA and DNR requirements, the Water Utility mailed letters to all customers where the property has a lead service, in part or in whole.
7. Staff completed an online database and GIS application which show properties that are served by a lead service (in part or in whole).
8. The next regular Waterworks Commission meeting is scheduled for Monday, December 16, 2024.

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

There being no further business, the meeting was adjourned by President Schmeichel at 5:04 p.m.

Respectfully submitted,



Anthony L. Mach
Director, Neenah Water Utility