

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

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

Also Present: Alderperson Pollnow, Deputy Finance Director Kahl, Distribution Tech Maynard, and Mr. Brandon Barlow

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

Approve Regular Meeting Minutes for October 20, 2025 – Following discussion, **M.S.C. Hemes/Bauman to approve the October 20, 2025 Regular Meeting Minutes**. All voting aye.

Approve the Invoices for October 2025 – Commissioners asked about the invoice from Airgas USA, LLC. Director Mach noted that this was for updated fall protection harnesses. Commissioners requested that Director Mach do a price comparison for these harness purchases in the future to ensure the best pricing is achieved. Commissioners asked Director Mach to include the current Reserve Account allocations along with the minutes of this meeting.

Following discussion, **M.S.C. Schmeichel/Bauman approve the October 2025 invoices**. All voting aye.

Appearances – Mr. Brandon Barlow introduced himself to the Commission. Mr. Barlow is a candidate for the Business Manager position. Commissioners welcomed him to the meeting and wished him well.

Old Business/New Business

Booster Station Final Cost Report – Director Mach shared the final cost report with the Commission. He noted that the original budgeted amount of \$1,300,000 was from 2023. Costs of construction have increased steadily, but staff worked hard to keep costs as low as possible. The Engineer's estimate for the project was \$2,160,000 and the grand total for all required installations was \$1,733,818. Accounting for the Booster Station proper (without water mains) per the budgeted amount, the total cost came in at \$1,491,360.45.

Following discussion, **No action required**.

Approve Draft 2026-2030 Capital Improvement Program – Deputy Director of Finance Kahl and Director Mach presented the Draft CIP for Commission consideration. Highlights of the CIP include a continued aggressive water main and lead service replacement program along with a continued focus on Plant maintenance. Commissioners asked about the E. North Water Street and W. North Water Street railroad crossings along with the previously budgeted Oak Street Bridge WM Crossing. Director Mach noted that the crossings were extremely old and uncased. Main leaks were repaired near the crossings and relaying or lining these crossings is part of Director Mach's long-range plan. The Oak Street Bridge WM Crossing was not re-budgeted for 2025 as it was part of a past CIP. Commissioners requested that this line item be brought back into the 2026 CIP to reflect the work.

Following discussion, **M.S.C. Hemes/Steiner to add the Oak Street Bridge WM Crossing project to the 2026 CIP at the previously budgeted amount of \$500,000 and approve the Draft 2026-2030 CIP as amended**. All voting aye.

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Approve Draft 2026 Budget – Deputy Director of Finance Kahl and Director Mach presented the Draft Budget for 2026. Highlights of the budget include increases year over year for a number of accounts due to inflation, and the incorporation of the Utility Billing Coordinator and Business Manager positions within the Utility. Commissioners asked about the \$0 budget for Miscellaneous Non-Operating Income and the increased request for Other Operating Revenues. Director Mach and Deputy Director Kahl noted that the Miscellaneous Non-Operating Income is unbudgeted because this amount depends heavily upon Developer Contributed Capital. As these amounts are not known ahead of time, no request is entered. For the Other Operating Revenues, Director Mach noted that the Utility will be billing the other utilities (Storm and Sanitary) for billing services in 2026.

Following discussion, **M.S.C. Hemes/Bauman to approve the Draft 2026 Budget**. All voting aye.

Director's Report –

1. Water Loss Report – Water loss has been trending downward. Staff recently addressed a large leak.
2. Solar Installation Update – The array continues to perform well.
3. PFAS Settlement Update – The Utility received a check for \$50,179.09 as part of the PFAS Settlement.
4. MRA Salary Plan Update – MRA staff continue to engage peer utilities.
5. The next regular Waterworks Commission meeting is scheduled for Monday, December 15, 2025.

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

Closed Session **M.S.C. Schmeichel/Hemes to convene into closed session pursuant to Wis. Stats §19.85 (1)(e) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility**. All voting aye.

The Commission convened into closed session at 5:04 p.m.

Adjournment – **M.S.C. Hemes/Schmeichel to adjourn in closed session at 5:11 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach
Director, Neenah Water Utility



Neenah Water Utility

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Anthony L. Mach

Director of Neenah Water Utility

MEMORANDUM

DATE: January 8, 2024

TO: Waterworks Commission

FROM: Anthony L. Mach

RE: Request to Create Additional Replacement Reserve Accounts and Reallocate Funding

In 2011, the Public Service Commission of Wisconsin (PSCW) authorized the Utility to set aside funds on a monthly basis to pay for large operations and maintenance projects. Those totals are designated on the Utility Balance Sheet under Temporary Investments in the "Replacement Reserves" line. These totals are reported monthly on the Water Utility Cash Activity report.

Each month, \$35,000 is added to the accounts as follows:

1. **Sludge Lagoon: \$15,000**
2. **Vehicles: \$3,000**
3. **Painting Towers: \$12,500**
4. **Painting Hydrants: \$500**
5. **GAC Media Replacement: \$0**
6. **Pump Rehabilitation: \$4,000**

The Cecil Street Tower repainting project is complete, and the fund has a balance of \$268,120.19. Staff have discussed starting a reserve account for replacing boilers within the plant. The newest plant boilers are approaching 17 years old and there are still boilers that were installed in the mid-1990s. The Lagoon Fund is healthy, and staff are looking at bidding out a dredging in 2024 along with lagoon road repairs. The Meters/Endpoints reserve account needs additional funding for 2024 onward.

Staff recommends creating a Boiler Replacement reserve account and moving the balance of the Painting Towers reserve account to the Meters/Endpoints reserve account and funding the accounts as follows, beginning on February 1st, 2024:

1. **Sludge Lagoon: \$0**
2. **Vehicles: \$3,000**
3. **Painting Towers: \$0**
4. **Painting Hydrants: \$500**
5. **GAC Media Replacement: \$0**
6. **Pump Rehabilitation: \$4,000**
7. **Meters/Endpoints: \$25,000**
8. **Boiler Replacement: \$2,500**