

**MINUTES OF THE NEENAH WATER WORKS COMMISSION
AND
STORM WATER CITIZEN ADVISORY BOARD MEETING**
Regular Meeting – October 20, 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 Bruno, Finance Director Rasmussen, Deputy Finance Director Kahl, and Distribution Tech Maynard

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

Approve Regular Meeting Minutes for September 15, 2025 – Following discussion, **M.S.C. Hemes/Lang to approve the September 15, 2025 Regular Meeting Minutes.** All voting aye.

Approve the Invoices for September 2025 – Commissioners thanked staff for utilizing the team building event fund to help foster a positive environment.

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

Appearances – None.

Old Business/New Business

Financial Reports – Deputy Director of Finance Kahl and Director Mach presented the 3rd Quarter Financial Reports. Highlights of the reports include a very strong cash position, increases in all Metered Revenue classes, large increase in Water Treatment Expenses due to the lagoon dredging, and large decrease in interest revenue due to economic conditions. Commissioners asked when the next lagoon dredging would commence. Director Mach indicated that specifications will be prepared later this year for a 2026 bidding for one lagoon. The Utility has been dredging one lagoon approximately every two years.

Following discussion, **M.S.C. Schmeichel/Bauman to accept and place on file the Financial Reports.** All voting aye.

Request to Authorize the Movement of the Utility Billing System and the Utility Billing Coordinator position from the Finance Department to the Water Utility and to Recommend Said Move to the Finance & Personnel Committee and the Common Council – Deputy Director of Finance Kahl and Director Mach presented a memo detailing the request to move the Billing System from the Finance Department to the Water Utility. Director Mach included the memos detailing the original move and process from 2003 as well. The Water Utility would be responsible for the Billing System, but not collection of payments as Finance is much better equipped to continue this activity. The newly created Business Manager position would oversee the Billing System and associated Utility Billing Coordinator position. The goal for the Utility is to begin overseeing the Billing System effective early 2026.

Following discussion, **M.S.C. Hemes/Bauman to authorize the movement of the Utility Billing System and the Utility Billing Coordinator position from the Finance Department to the Water Utility and to recommend said move to the Finance & Personnel Committee and the Common Council.** All voting aye.

Final Pay Request for Contract 2-24W West Side Booster Station Contract B – Director Mach presented the final payment for Contract 2-24W for Commission consideration. This is the final payment which will close out the contract for the Booster Station.

Waterworks Commission and Storm Water Citizens Advisory Board Meeting Minutes
October 20, 2025
Page 2 of 2

Following discussion, **M.S.C. Lang/Bauman to approve the final payment for Contract 2-24W West Side Booster Station Contract B to Sabel Mechanical, LLC, Fond du Lac, WI, for \$90,837.27**. All voting aye.

Lead and Copper Sampling Update – Director Mach presented a memo detailing the results of this year's sampling round. The 90th percentile for results was 10 ppb for lead and 48 ppb for copper.

Following discussion, **No action required**.

Director's Report –

1. Water Loss Report – Water loss trended downward. Staff are actively looking for leaks and recently repaired a leak on Lorraine Ave.
2. The following applicable items were approved at the September 23, 2025 Board of Public Works meeting:
 - Recommendation to Water Works Commission to approve the Final Pay Request for Contract 2-24W West Side Booster Station Contract B, Process, Mechanical, Electrical and Plumbing Construction, to Sabel Mechanical LLC, in the amount of \$90,837.27
3. Solar Installation Update – The installation is working well and is on target for an early payback.
4. PFAS Settlement Update – The Utility received the second check from the PFAS settlement.
5. The next regular Waterworks Commission meeting is scheduled for Monday, November 17, 2025.

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

Adjournment – **M.S.C. Hemes/Steiner to adjourn at 5:08 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach
Director, Neenah Water Utility