

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

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

Also Present: Public Works Engineer Kummerow, Mr. Frank Cuthbert, Ms. Flo Bruno, and Mr. Scott Becher

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

Approve Regular Meeting Minutes for February 17, 2025 – Following discussion, **M.S.C. Hemes/Lang to approve the February 17, 2025 Regular Meeting Minutes**. All voting aye.

Approve the Invoices for February 2025 – Commissioners asked about charges and invoices from Ferguson Enterprises and NinjaOne Licensing. Director Mach indicated that the charges from Ferguson are for service corporation stops and NinjaOne is a security-based software used to ensure computer security.

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

Appearances – None.

Old Business/New Business

Storm Water Report – Public Works Engineer Kummerow presented the Storm Water Report for this month. Highlights of the report include an update on Douglas Park Pond, Harrison Pond, S. Commercial storm sewer replacement, and the plan to update the Storm Water Management Plan in 2025. Engineer Kummerow discussed details of the Total Suspended Solids and Phosphorus removal needs for each body of water that the system discharges into. Commissioners asked if road salt was an issue. Engineer Kummerow noted that it wasn't an issue at this time, especially since the Public Works Department has increased the use of brine.

Following discussion, **No action needed**.

Request to Reimburse the Developer for the Cost to Oversize Water Mains and Valves in the 2nd Addition to Freedom Acres Amount – Director Mach presented a memo regarding the final development in the Freedom Acres and Homes at Freedom Meadows development. Staff would like to ensure that future developments to the west are supplied with adequate water. The reimbursement to the Developer would be less any applicable inspection fees.

Following discussion, **M.S.C. Bauman/Hemes to approve reimbursing the Developer the costs to oversize the water main in the 2nd Addition to Freedom Acres at a cost not to exceed \$23,000.00**. All voting aye.

Request to Change CIP Water Main Installed Quantity for Elm Street (Division – Wisconsin) – Director Mach presented a memo detailing the requested change to the CIP. The original quantity of water main replacement planned in 2028 was not adjusted when this project was moved to 2025. Director Mach wants to ensure that the entire reconstructed sections are replaced along with the corresponding lead services.

Following discussion, **M.S.C. Schmeichel/Bauman to approve changing the CIP quantity for Elm Street (Division – Wisconsin) from 800' of 8" to 1,520' of 8" water main**. All voting aye.

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Director's Report –

1. Distribution Tech I Aaron Goldschmidt has been hired as a Plant Operator. We all welcome him to his new role and wish him the best. The opening in Distribution will be advertised and filled.
2. Water Loss Report – Water loss increased this month. The Utility has been experiencing an increase in main breaks, especially along Henry Street.
3. The following applicable items were approved at the March 4, 2025 Board of Public Works meeting:
 - Award Contract 1-25, Utility and Street Construction, on Alexander Drive, Bruce Street, Forest Manor Court, Lexington Court, and Southfield Court, to Donald Hietpas & Sons Construction, Inc., Little Chute, in an amount of \$1,235,111.18. The total amount for Water is \$461,200.00.
 - Award Contract 2-25, Utility and Street Construction, on Elm Street and Douglas Street, to Feaker & Sons Co., Inc., De Pere, in an amount of \$1,482,526.65. The total amount for Water is \$336,794.75.
 - Final Pay Request, Contract 3-24, Utility and Street Construction, on Bayview Road, Quarry Lane, and Reed Street, to Donald Hietpas & Sons Co., Inc., Little Chute, in the amount of \$33,733.02 for Water.
 - Pay Request No. 6, Contract 7-24, Concrete Pavement, Sidewalk Repair and New Sidewalk (Baldwin St & Plummer Ct), to Jim Fischer Inc., in the amount of \$19,331.53 for Water.
4. Booster Station Update – There are punch list items still outstanding.
5. Carbon Dioxide Tank Project Update – The tank is installed, and staff are awaiting startup services.
6. Solar Installation Update – The array is functioning well, despite cold weather and snow.
7. The next regular Waterworks Commission meeting is scheduled for Monday, April 21, 2025.

Any Other Business That May Legally Come Before the Commission – Commissioners asked Director Mach about the status of the CIP items: Build and Refurbish Offices at the Plant and Repair / Rebuild Brick Façade. Quotes were shared for the work. Director Mach noted that finding contractors qualified to do this work has been difficult and the current quotes seem reasonable.

There being no further business, the meeting was adjourned by President Schmeichel at 5:07 p.m.

Respectfully submitted,



Anthony L. Mach
Director, Neenah Water Utility