

**MINUTES OF THE NEENAH WATER WORKS COMMISSION
AND
STORM WATER CITIZEN ADVISORY BOARD MEETING**
Regular Meeting – January 19, 2026
Hauser Room – City Hall, 211 Walnut Street, Neenah, WI

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

Also Present: Alderperson Bruno, Water Distribution Tech Maynard, and Business Manager Barlow

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

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

Director Mach informed the Commission that December 2025 financials would not be available for this meeting but will be available for the February meeting.

Appearances – None.

Old Business/New Business

Approve Requested Changes to the Neenah Water Utility Work Rules – Director Mach presented a memo along with the edited version of the Work Rules and the current City Vacation Policy. The change was prompted by recent changes in the City's Vacation Policy and staff felt strongly that changing the Work Rules would ensure the Water Utility remains competitive. The edit also included removing the restriction on having not more than one person from any classification off at a time. Director Mach noted that the Managers should have the authority to schedule vacations as they see fit as they are trusted and have the responsibility of ensuring the proper operation of their department. Struck language was listed in red and blue language is to be added.

Commissioner Steiner joined the Commission meeting by phone at 4:42 p.m.

Following discussion, **M.S.C. Schmeichel/Bauman to approve the requested changes to the Neenah Water Utility Work Rules**. All voting aye.

Approve Adding Purchase of Additional Shoring Into 2026 CIP – Director Mach presented the quote that staff had received for the proposed lightweight shoring. Distribution Tech Logan Maynard described the operation of the shoring and touted its benefits, including that it is much safer to handle and install. Commissioners appreciated WD Tech Maynard's explanation. Director Mach explained that staff are going to keep the existing shoring in the event that it is needed. Commissioners asked about the warranty offered by the manufacturer. Director Mach indicated that he did not know enough about the warranty to confirm, but that he would inform the Commission if there is any issue with the length or coverage of the warranty.

Following discussion, **M.S.C. Hemes/Lang to approve including the purchase of additional shoring in the 2026 CIP at a cost not to exceed \$13,000**. All voting aye.

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Director's Report –

1. The Water Utility would like to welcome Mike Coates as our new Distribution Tech I. Commissioners welcomed Mr. Coates to the Utility and wished him well.
2. Water Loss Report – Water loss continues to be at a historical low. Staff have fixed some significant main breaks in the last couple of months.
3. The following applicable items were approved at the December 17, 2025 Board of Public Works meeting:
 - Final Pay Request, Contract 2-25, Street and Utility Construction, Douglas Street and Elm Street, to Feaker & Sons Construction, Inc. in the amount of \$77,875.94. The total amount for Water is \$14,287.48.
 - Final Pay Request, Contract 3-25, Street and Utility Construction, Caroline Street and Hickory Lane, to David Tenor Corporation, in the amount of \$198,464.94. The total amount for Water is \$151,882.46.
4. Solar Installation Update – The array is performing well.
5. The next regular Waterworks Commission meeting is scheduled for Monday, February 16, 2026.

Any Other Business That May Legally Come Before the Commission – Business Manager Barlow gave an update on his progress in learning the billing functions and operation of the Water Utility. Commissioners thanked him for his update.

Adjournment – **M.S.C. Hemes/Bauman to adjourn at 4:53 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach
Director, Neenah Water Utility