MINUTES OF THE NEENAH WATER WORKS COMMISSION
AND
STORM WATER CITIZEN ADVISORY BOARD MEETING
Special Meeting – October 12, 2026
Hauser Room – City Hall, 211 Walnut Street, Neenah, WI

I. Call to Order

President Schmeichel called the meeting to order at 4:00 p.m.

II. Roll Call

Present: President Schmeichel; Commissioners: Borchardt, Bauman, and Pollnow; and Director Mach

Excused: Commissioner Hemes

Also Present: Director of Human Resources Barber, Deputy Director of Human Resources & Safety Schott, Director of Finance Rasmussen, and Alderperson Neuman

III. Public Appearances – None.

IV. Approval of Minutes

A. Approve Special Meeting Minutes for September 14, 2026 – Following discussion, **M.S.C. Pollnow/Borchardt to approve the September 14, 2026 Special Meeting Minutes**. All voting aye.

V. Unfinished Business – Commissioners asked for an update regarding water service to Menasha and an update on the Oak Street Bridge Water Main Crossing Project. Director Mach noted that staff did not receive any updates from the Public Service Commission as of the date of the meeting. No start date was determined for the Oak Street Bridge Water Main Crossing Project, but the Contractor did indicate they would likely request an extension of completion date change order in the near future.

VI. New Business

A. Approve September 2026 Invoices – Commissioners had questions about charges and invoices from Werner Electric Supply Company, Borsche Roofing Professionals, Inc., Neenah Main Auto Body, Inc., and PrimaData, LLC. Director Mach noted that Werner Electric is the supplier of the Rockwell Automation TechConnect service agreement. This support agreement was needed to download software and migrate licenses for the SCADA system. The cost of roofing repairs from Borsche Roofing has been forwarded to the insurance company. The Utility uses PrimaData to print and mail utility bills. Director Mach indicated he would report back to the Commission regarding the specifics of the invoice from Neenah Main Auto Body.

Following discussion, **M.S.C. Schmeichel/Pollnow to approve the September 2026 invoices**. All voting aye.

B. Approve Tuition Reimbursement Program – Director Mach and Deputy Director of Human Resources Schott presented memos regarding the program. The Human Resources Department stated that this program creates an internal inequity as the rest of the City departments do not have such a program. Human Resources staff agree that continued education benefits both the employee and the City as a whole, but currently there are no plans to create a tuition reimbursement program for the rest of the City. Commissioners discussed their understanding of private sector tuition reimbursement programs and their desire to ensure that the Water Utility remain competitive in the labor market. Some of the Commissioners expressed the desire to get the program started immediately versus waiting for additional information or research from the Human Resources Department.

Following discussion, **M.S.C. Pollnow/Bauman to approve the Neenah Water Utility Tuition Reimbursement Program with an effective starting date of December 1, 2026**. Commissioners Schmeichel, Pollnow, and Bauman voting aye. Commissioner Borchardt voting no.

C. Storm Water Report – None.

D. Receive and Place on File the Director's Report

1. Water Loss Report – Water loss is trending downward. Staff have been continuing with leak detection and repair efforts.

2. The following applicable items were approved at the September 24, 2026 Board of Public Works meeting:

   - Change Order No. 3, Contract 1-26, Utility and Street Construction on Elm Street, Reed Street, and Laudan Boulevard to De Groot. Inc., in the amount of $42,217.90. The total amount attributable to Water is $11,085.90.

   - Pay Request No. 5, Contract 1-26, Utility and Street Construction on Elm Street, Reed Street, and Laudan Boulevard to De Groot. Inc., in the amount of $1,072,036.58. The total amount attributable to Water is $102,468.06.

3. Solar Installation Update – The array is functioning very well.

4. Customer Portal / Payment Processor Research Update – No update.

5. Focus on Energy Strategic Energy Management (SEM) staff visited the Plant on September 25, 2026. The goal of the visit was to review energy usage and prioritize areas for improvement. Staff identified twenty areas that needed attention. Overall, the visit was very successful.

6. The next regular Waterworks Commission meeting is scheduled for Monday, November 16, 2026.

Following discussion, **M.S.C. Bauman/Pollnow to receive and place on file the Director's Report**. All voting aye.

VII. Announcements and Future Agenda Items

A. Commissioners asked Director Mach to provide an update on moving contract awards and pay requests from the Board of Public Works to the Waterworks Commission.

VIII. Adjournment

M.S.C. Pollnow/Schmeichel to adjourn at 4:55 p.m. All voting aye.

Respectfully submitted,

Anthony L. Mach
Director, Neenah Water Utility