

**MINUTES OF THE NEENAH WATER WORKS COMMISSION
AND
STORM WATER CITIZEN ADVISORY BOARD MEETING**
Regular Meeting – August 24, 2026
Hauser Room – City Hall, 211 Walnut Street, Neenah, WI

I. Call to Order

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

II. Roll Call

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

Excused: Commissioner Hemes

Also Present: Utility Business Manager Barlow, Public Works Engineer Kummerow, Director of Finance Rasmussen, and Assistant Treasurer Adams

III. Public Appearances – None.

IV. Approval of Minutes

- A. Approve Regular Meeting Minutes for July 20, 2026 – Following discussion, **M.S.C. Pollnow/Borchardt to approve the July 20, 2026 Regular Meeting Minutes.** All voting aye.

V. Unfinished Business

- A. Oak Street Bridge Water Main Crossing project – Director Mach noted that the project was offered for bid and one bid was received.

VI. New Business

- A. Storm Water Report – Public Works Engineer Kummerow presented the report. Highlights of the report include the completion of the Courtside Fields Pond project and proposals to update the Storm Water Management Plan. Commissioners asked when the Storm Water Management Plan was last updated and the final estimated cost for the Courtside Fields Pond. PW Engineer Kummerow noted that the last Storm Water Plan update was in 2012. The final cost of the Courtside Fields Pond is approximately \$1.3M. Following discussion, **M.S.C. Pollnow/Borchardt to receive and place on file the Storm Water Report.** All voting aye.
- B. Approve of July 2026 Invoices – Commissioners had no questions about charges and invoices. Following discussion, **M.S.C. Schmeichel/Pollnow to approve the June 2026 invoices.** All voting aye.
- C. Award Contract 1-26W Oak Street Bridge Water Main Crossing – Commissioners reviewed Director Mach's memo regarding the bid along with the recommendation from the Board of Public Works to rebid the project with updated parameters. Director Mach noted that determining an estimate for this work was extremely difficult in that staff and local firms had little to no experience with water main installations on a bridge. Commissioners discussed tabling the bid and having Director Mach report back with more information on the reasoning for the bid discrepancy. Following discussion, **M.S.C. Pollnow/Borchardt to table the bid for Contract 1-26W until a later meeting.** All voting aye.

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

1. Water Loss Report – Water loss has trended down slightly. Staff are continuing leak-detection efforts.
2. The following applicable items were approved at the August 20, 2026 Board of Public Works meeting:
 - Change Order No. 2, Contract 1-26, Utility and Street Construction, Elm Street, Reed Street and Laudan Boulevard, to DeGroot, Inc., in the amount of \$162,176.86. The total amount attributable to Water is \$47,228.96.
 - Pay Request No. 4, Contract 1-26, Utility and Street Construction, Elm Street, Reed Street and Laudan Boulevard, to DeGroot, Inc., in the amount of \$1,168,053.08. The total amount attributable to Water is \$166,246.99.
 - Pay Request No. 4, Contract 2-26, Utility and Street Construction, Sterling Avenue, Henry Street and Winneconne Over Pass Repairs, to David Tenor Corporation, in the amount of \$310,166.73. The total amount attributable to Water is \$5,746.55.
 - Recommendation to Waterworks Commission to reject the bid from August Winters for Contract 1-26W Oak Street Bridge Water Main Crossing, adjusting the parameters of the contract, and rebidding the contract.
3. Solar Installation Update – The array is working well.
4. Water Utility staff have applied for Private Lead Service Line Funding. The application was accepted, but there has not been any determination if we get funding.
5. The Water Utility was selected to participate in Focus on Energy's Strategic Energy Management Cooperative. The program provides us with free energy analysis, training for staff, and incentives to save energy
6. Customer Portal / Payment Processor Research Update – No update.
7. The Water Utility received a check for \$82,764.37 for the PFAS settlement.
8. The next regular Waterworks Commission meeting is scheduled for Monday, September 21, 2026.

Following discussion, **M.S.C. Bauman/Borchardt 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 study the feasibility of having the Waterworks Commission approve all applicable awards and payments for all contracts in which the Water Utility is a party.

VIII. Closed Session

- A. The Commission may convene into closed session pursuant to Wis. Stats §19.85 (1)(e) for the investing of public funds and discussing details specific to the providing of water service to the City of Menasha. Following discussion, **M.S.C. Pollnow/Schmeichel to convene into closed session.** All voting aye.
- B. The Commission may reconvene into open session pursuant to Wis. Stats §19.85 (1)(e) to consider or act on any item (s) discussed in closed session. **The Commission adjourned in closed session.**

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XI. Adjournment

M.S.C. Pollnow/Schmeichel to adjourn in closed session at 5:54 p.m. All voting aye.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Anthony L. Mach', with a stylized flourish at the end.

Anthony L. Mach
Director, Neenah Water Utility