

**MINUTES OF THE NEENAH WATER WORKS COMMISSION
AND
STORM WATER CITIZEN ADVISORY BOARD MEETING**
Regular Meeting – May 19, 2025
Hauser Room – City Hall, 211 Walnut Street, Neenah, WI

Present: President Schmeichel; Commissioners: Bauman, Hemes, and Lang; and Director Mach.

Excused: Commissioner Steiner

Also Present: Director of Finance Rasmussen, Deputy Director of Finance Kahl, Ms. Jodi Dobson from Baker Tilly (virtual), and Mr. Frank Cuthbert

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

Approve Regular Meeting Minutes for April 21, 2025 – Following discussion, **M.S.C. Hemes/Bauman to approve the April 21, 2025 Regular Meeting Minutes**. All voting aye.

Approve the Invoices for April 2025 – Commissioners asked about invoices and charges from Lodge Kohler and Van Rite Plumbing, Inc. Director Mach explained that the charge from Lodge Kohler is for lodging for the Wisconsin Rural Water Association Technical Conference. The charge from Van Rite is to replace the utility-side lead service at 426 3rd St. in Neenah.

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

Appearances – None.

Old Business/New Business

Annual Utility Audit Report – Ms. Dobson presented the Annual Utility Audit for Commission consideration. Highlights of the report include GASB 101 reporting requirements, excellence in accurate reporting, and a strong position. The end-of-year debt coverage is extremely strong and the months on hand of unrestricted reserves is very healthy. Director Mach asked how we compare financially to other utilities. Ms. Dobson noted that she knows of only one other utility that Baker Tilly audits that has such a strong position. She noted that Neenah Water Utility is a “top-tier” utility. She also noted that the rate of return is slightly below what is currently authorized, but close to what other utilities are currently obtaining from the PSC. Thus, there is no impetus for applying for a rate increase. Deputy Director Kahl and Director Mach noted that all outside debt has been paid, and the Utility only has the City Loan remaining.

Following discussion, **M.S.C. Bauman/Hemes to accept and place on file the Annual Utility Audit Report**. All voting aye.

Financial Reports – Deputy Director of Finance Kahl and Director Mach presented the 4th Quarter of 2024 and 1st Quarter of 2025 Financial Reports. Deputy Director Kahl focused on the 1st Quarter of 2025. Highlights of the report include an increase in metered revenue in 2025, but net income comparable to the 1st Quarter of 2024. The Commission had questions regarding the Construction in Progress report, specifically asking if there were any projects which may not be completed in 2025. Director Mach explained that the Utility anticipates completing all water main replacement projects this year at this time.

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

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Request to Approve Final Payment for Contract 3-24W Removal and Disposal of Lime Sludge – Director Mach noted that the Contractor has completed the dredging of the West Lagoon. Commissioners asked how often the lagoon cells are dredged. Director Mach explained that one cell is dredged approximately once every two years. Per the Approval Authority document, the final payment was recommended by the Board of Public Works.

Following discussion, **M.S.C. Schmeichel/Hemes to approve the Final Payment for Contract 3-24W Removal and Disposal of Lime Sludge in the amount of \$33,190.90 to Kartechner Brothers, LLC.** All voting aye.

Request to Approve Agreement with Graef to Model Distribution System – Director Mach presented a memo and the draft agreement from Graef for re-modeling the Distribution System. He also explained that the Utility must comply with NR854 by providing the DNR with a Water Supply Service Area Plan. The GIS data has not been modeled in about three years, despite several additions (including the Booster Station) in the system. Commissioners asked about the particulars of modeling including how this data will be used. Director Mach noted that the data is important for growth planning, and it was one of the critical elements for the NMFR to be able to achieve ISO 1 Certification. Director Mach expressed the need to completely re-model the data also to clean up a number of artifacts (disconnected nodes) present in the current GIS.

Following discussion, **M.S.C. Lang/Hemes to approve the Proposal from Graef for Distribution System Modeling for the lump sum of \$14,800.00.** All voting aye.

Director's Report –

1. Mr. Logan Maynard has been hired as our newest Distribution Technician I. We welcome Logan to our team!
2. Water Loss Report – The water loss has spiked. Director Mach noted that he is working with contractors on plans for lining the 10" crossing. Commissioners noted that sailboats have been striking this pipe from time to time. Director Mach was surprised and concerned about this revelation as no one has told him about this before.
3. The following applicable items were approved at the April 22, 2025 Board of Public Works meeting:
 - Pay Request No. 1, Contract 3-24W Removal and Disposal of Lime Sludge, to Kartechner Brothers LLC, in the amount of \$362,382.10.
4. The following applicable items were approved at the May 8, 2025 Board of Public Works meeting:
 - Award Contract 4-25, Concrete Pavement and Sidewalk Repairs to Al Dix Concrete, Inc., Kaukauna, WI in the amount of \$246,100.00. The total estimated amount for Water is \$33,975.42.
 - Pay Request No.1. Contract 1-25, Street, Water Utility and Sidewalk Construction, on Alexander Dr., Bruce St., Forest Manor Ct., Lexington Ct., and the Southfield Plat, to Don Hietpas & Sons Inc. in the amount of \$221,944.36. The total amount for Water is \$221,386.48.
 - Pay Request No.2, Contract 2-25, Utilities and Street Construction, on Douglas Street and Elm Street, to Feaker & Sons Construction, Inc., in the amount of \$457,826.99. The total amount for Water is \$230,370.30.

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- Change Order No. 1, Contract 3-24W Removal and Disposal of Lime Sludge, to Kartechner Brothers LLC, in the amount of \$209.50.
 - Recommendation to Water Works Commission to approve the Final Pay Request for Contract 3-24W Removal and Disposal of Lime Sludge, to Kartechner Brothers LLC, in the amount of \$33,991.90. (Attachment)
5. Booster Station Update – The Station is substantially complete with only a few punchlist items to be completed.
 6. Carbon Dioxide Tank project Update – The new installation is online and working well. The Contractor will be removing the old tank this week.
 7. Solar installation Update – The array is working well.
 8. The next regular Waterworks Commission Meeting is scheduled for Monday, June 16, 2025.

Any Other Business That May Legally Come Before the Commission – Director Mach expressed his concerns with the current hiring process as the posting had 731 hits, but only two applicants. The posting was online since 4/30/2025.

Adjournment – **M.S.C. Hemes/Schmeichel to adjourn at 5:29 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach
Director, Neenah Water Utility