

**MINUTES OF THE NEENAH WATER WORKS COMMISSION
AND
STORM WATER CITIZEN ADVISORY BOARD MEETING**
Special Meeting – July 16, 2025
Hauser Room – City Hall, 211 Walnut Street, Neenah, WI

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

Also Present: Finance Director Rasmussen, Director of HR and Safety Fairchild, and Water Utility Relief Operator Preissner

President Schmeichel called the meeting to order at 4:32 p.m.

Approve Regular Meeting Minutes for June 16, 2025 – Following discussion, **M.S.C. Hemes/Bauman to approve the June 16, 2025 Regular Meeting Minutes.** All voting aye.

Approve Closed Session Meeting Minutes for June 16, 2025 – Following discussion, **M.S.C. Schmeichel/Hemes to approve the June 16, 2025 Closed Session Meeting Minutes.** All voting aye.

Approve the Invoices for June 2025 – Commissioners asked about the invoice from Jeff Foust Excavating. Director Mach noted that this charge was for one of the Lagoon berm repairs.

Following discussion, **M.S.C. Bauman/Lang approve the June 2025 invoices.** All voting aye.

Appearances – None.

Old Business/New Business

Discussion on Water Utility organizational structure – Director Mach explained that he was in the process of studying the current organization structure to look for efficiencies and improvements. He also noted that he would like to discuss the addition of an office staff member in the future.

Following discussion, **No action needed.**

Discussion and Possible Action for a Salary Plan Study for the Water Utility – Director Mach presented a memo detailing three options for continuing with a Water Utility salary study. Commissioners did not want to proceed further with performing an internal study, preferring to proceed with an outside firm. Director Mach engaged Baker Tilly and received a quote for \$10,900 for the study. This would likely involve a more in-depth evaluation of positions. Commissioners asked HR Director Fairchild about future salary studies for the City. HR Director Fairchild explained that they received one quote so far from Cottingham and Butler. This firm bought out the City's former salary plan consultant, Carlson-Dettmann. Director Fairchild explained that she was budgeting for a City-wide study in 2026. She hoped to get the process started early in January of 2026 with results in the middle of the year. She explained the current point-factor rating system and curve to the Commissioners in order to educate them on the current system. Director Mach was concerned about the timing of the study in light of the current vacancy and limited applicants. Commissioners asked Director Fairchild if she was able to get a quote to provide a Water Utility study – or the portion of the study applicable to the Water Utility ahead of time. She indicated that she would engage Cottingham and Butler and respond to the Commission.

Following discussion, **M.S.C. Steiner/Bauman to request that the Director of HR and Safety Fairchild obtain a quote and timeline for performing the Water Utility Salary Plan Study from Cottingham and Butler and report this information back to the Waterworks Commission.** All voting aye.

Waterworks Commission and Storm Water Citizens Advisory Board-Special Meeting Minutes
July 16, 2025
Page 2 of 2

Director's Report –

Water Loss Report – Water loss increased slightly, and staff are out looking for leaks.

The following applicable items were approved at the June 25, 2025 Board of Public Works meeting: Final Pay Request, Contract 7-23, Sanitary & Storm Sewer, Water Main and Street Construction, on High Street and River Street, to Carl Bowers & Sons Construction Co., Inc., in the amount of \$45,142.63. The total amount for Water is \$10,449.45.

Booster Station Update – None.

Carbon Dioxide Tank Project Update – None.

Solar installation Update – None.

The next regular Waterworks Commission meeting is scheduled for Monday, August 18, 2025.

Any Other Business That May Legally Come Before the Commission – None.

Closed Session – **M.S.C. Hemes/Bauman to convene into closed session pursuant to Wis. Stats. Sec. 19.85(1)(c) for the purpose of considering performance evaluation data and compensation for the Director of Neenah Water Utility.** All voting aye.

The Commission convened into closed session at 5:40 p.m.

Adjournment – **M.S.C. Schmeichel/Bauman to adjourn in closed session at 5:55 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach
Director, Neenah Water Utility