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

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

Excused: Commissioner Steiner

Also Present: Alderperson Bruno and Mr. Frank Cuthbert

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

<u>Approve Regular Meeting Minutes for May 19, 2025</u> – Following discussion, **M.S.C. Hemes/Bauman to approve the May 19, 2025 Regular Meeting Minutes**. All voting aye.

<u>Approve the Invoices for May 2025</u> – Commissioners asked about invoices and charges from Wisconsin Public Service and Midwest Meter, Inc. Director Mach explained that the electric and natural gas bills for the Plant and Booster Station are charged to our accounts per PSC accounting practice. This shows up as separate transactions for electric and heat. The charge from Midwest Meter is for Badger cellular endpoints. These are being used in areas where we can't get a reliable signal from our other types of endpoints. Commissioners asked how much these endpoints were per unit. Director Mach indicated he will bring this information back to the Commission at the next meeting.

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

<u>Appearances</u> – None.

<u>Old Business/New Business</u>

<u>Request to Approve Additional Funds for Repairing the Lagoon Berms</u> – Director Mach detailed the progress made on securing the lagoon berms. The Contractor has been working diligently to complete the work but has indicated that additional work would be needed. Director Mach asked the Commissioners to allocate an additional $10,000 to complete the work properly. He reiterated that the lagoons are critical to our operation and repairing the lagoon berms protects the integrity of the lagoons.

Following discussion, **M.S.C. Hemes/Bauman to approve additional funds for repairing the Lagoon Berms at an additional cost not to exceed $10,000.00**. All voting aye.

<u>Discussion on Water Utility Organizational Structure</u> – Director Mach wanted to discuss the current and possible future structure of the Utility. As the Utility operates now, workload has been extremely high for many of the staff members. In addition, workload has been very high for the Billing Department. Commissioners asked Director Mach how he would like to proceed. Director Mach noted that it would be a good idea to start the process of analyzing positions to see if additional personnel are needed or if a restructuring would even out workloads.

Following discussion, **No action needed**.

Discussion and Possible Action for a Salary Plan Study for the Water Utility – Director Mach explained that the Commission needed no official action for this agenda item, but he wanted to discuss the options the Commission has with regards to a salary plan. He noted that the former consultant, Carlson-Dettmann (now known as Cottingham & Butler) was one of the options. The other options are to complete the study internally, look for an additional consultant, or utilize the salary plan data from a peer utility. Commissioners asked Director Mach to get a quote from Baker Tilly for this work.

Following discussion, **No action needed**.

Director's Report –

1. Water Loss Report – Water loss ticked down this month. Staff are out flushing and will commence with leak detection afterward.

2. PFAS Settlement Payments – The first settlement payment was received.

3. The following applicable items were approved at the June 12, 2025 Board of Public Works meeting:
   - Pay Request No.2, Contract 1-25, Street, Sidewalk and Public Water Service Construction, on Alexander Dr., Bruce St., Forest Manor Ct., Lexington Ct, and Southfield Plat, to Donald Hietpas & Sons Construction Co., in the amount of $154,231.26. The total amount for Water is $154,231.26.
   - Pay Request No.3, Contract 2-25, Utilities and Street Construction, Elm St. and Douglas St, to Feaker & Sons Construction Co., in the amount of $125,604.44. The total amount for Water is $35,914.42.
   - Change Order No. 3, Contract 2-24W Booster Station Contract B Process, Mechanical, Electrical & Plumbing construction, to Sabel Mechanical LLC, in the amount of ($300.00).
   - Pay Request No. 5, Contract 1-24W Removal and Replacement of Carbon Dioxide Tank and Related Appurtenances, to Rohde Brothers, Inc., in the amount of $17,084.00. (Attachment)

4. Booster Station Update – The station is operating well, and the project is substantially complete.

5. Carbon Dioxide Tank Project Update – The project is substantially complete.

6. Solar installation Update – The array is functioning well.

7. The next regular Waterworks Commission meeting is scheduled for Monday, July 21, 2025.

Closed Session – **M.S.C. Schmeichel/Lang 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 5:09 p.m.

Reconvene into Open Session – **M.S.C. Lang/Bauman to reconvene into open session with no action taken**. All voting aye.

The Commission reconvened into open session at 6:28 p.m.

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

Adjournment – **M.S.C. Lang/Bauman to adjourn at 6:28 p.m.** All voting aye.

Respectfully submitted,

Anthony L. Mach
Director, Neenah Water Utility