

AGENDA

NEENAH WATER UTILITY REGULAR WATER COMMISSION MEETING

Monday, October 19, 2020

4:30 P.M.

Council Chambers – City Hall

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

1. Approve Special Meeting Minutes for September 28, 2020 (Attachment)
2. Approve the Invoices for September 2020 (Attachment)
3. Appearances
4. Old Business/New Business
 - A. Request to Approve Draft Lead and Galvanized Water Service Line Replacement Ordinance (Attachment)
 - B. 3rd Quarter Financial Report (Attachment)
 - C. Request to Proceed with Asbestos Abatement (Attachment)
 - D. Request to Extend Water Main Along Shootingstar Drive (Attachment)
 - E. Director's Report (Attachment)
 - F. Any Other Business That May Legally Come Before the Commission
 - G. Adjournment

*In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the **Water Utility Administrative Assistant at 920-886-6180** or the **City's ADA Coordinator at (920) 886-6106** or e-mail attorney@ci.Neenah.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.*

**MINUTES OF THE NEENAH WATER WORKS COMMISSION
AND
STORM WATER CITIZEN ADVISORY BOARD**
Special Meeting – September 28, 2020
Council Chambers – City Hall

Present: President Kaufert; Commissioners: Schmeichel, Lang, Boyette (via telephone), and Lang;
Director Mach

Also Present: Deputy Director of Finance Kahl

President Kaufert called the meeting to order at 4:38 p.m.

Approve Special Meeting Minutes for August 24, 2020 – Following discussion, **M.S.C. Bauman/Lang to approve the August 24, 2020 Special Meeting Minutes.** All voting aye.

Approve the Invoices for August 2020 –The Commission questioned the charge from HCL Notes / Domino Renewal. Director Mach indicated that this charge was for the email and interoffice communication software used by the city.

Following discussion, **M.S.C. Lang/Schmeichel to approve the August 2020 invoices.** All voting aye.

Appearances – None.

Old Business/New Business

Draft Operating Budget for 2021 – Director Mach and Deputy Director Kahl presented the Draft Operating Budget for 2021 for the Water Utility. President Kaufert reminded the Commission that some, but not all debt will be retired in 2021. This retirement will decrease the overall debt service by approximately \$600,000 per year. Barring any additional borrowing, the Water Utility will be debt-free in 2026. Commissioners asked about the difference between the 2019 and 2020 Structures and Improvements subaccount. Director Mach noted that this is the account used to pay expenses for the lagoon dredging. This work was scheduled to be completed in 2019, but is scheduled to be completed in 2020. There is an additional lagoon that is full and will likely need to be dredged in 2021 or 2022. This account also covers expenses related to GAC filter replacement. Commissioners asked about the budgeted vs. projected Distribution expenses for Mains. Director Mach indicated that due to replacement of older assets and proper maintenance of the system, we have been fortunate to be able to stay under budget for this account. However, he also noted that weather and aging infrastructure are factors in how many breaks occur.

Following discussion, **M.S.C. Boyette/Schmeichel to accept and place on file the Draft Operating Budget for 2021.** All voting aye.

Request to Replace Water Main at S. Park Ave. Easement Properties – Director Mach presented a memo detailing the home being constructed at 752 S. Park Ave. The driveway for this home and the current home at 744 S. Park Ave. will be affected by the planned replacement of this water main per the 2025 CIP. In order to facilitate an orderly process and mitigate the possibility of costly construction restoration, Director Mach has suggested replacing this section of main before the final driveway is installed at 752 S. Park Ave. Furthermore, replacing this section now will reduce the chance a future main break will cause damage to homes or landscaping in this section.

**Water Commission and Storm Water Citizen Advisory Board Special Meeting Minutes
September 28, 2020
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Following discussion, **M.S.C. Schmeichel/Lang to replace the water main and perform the associated replacement work in the S. Park Ave. Easement section as indicated in the memo.** All voting aye.

Request to Replace Water Main at Henry Street CN Railway Crossing – Director Mach presented a memo detailing the current situation at the Henry St. railway crossing. A leak was detected earlier in the year and technicians valved-off the main in order to protect the railway line. Replacement of this section is critical to ensure adequate fire protection. Unfortunately, the current pipe was installed without a casing. As such, both a new casing and new water main will need to be installed. Commissioners asked for an estimate of costs. Director Mach was not able to provide any quotes for the work as it had not been designed at the time of the meeting. However, he provided an estimate of \$50,000 for the entire job. Commissioner Bauman suggested setting a limit of \$60,000 for the project in its entirety with Director Mach to notify the Commission if the project will exceed this limit.

Following discussion, **M.S.C. Bauman/Boyette to replace the water main located at the Henry Street CN Railway spur crossing including all necessary costs. If those costs exceed \$60,000 Director Mach will notify the Commission.** All voting aye.

President Kaufert left the meeting at 5:27 p.m.

Director's Report –

1. The Water Loss Report – Commissioner Lang noted the increase in unaccounted lost water. Director Mach indicated that staff are planning to target the Schultz Dr. area for leak detection.
2. Update on the proposed Lead and Galvanized Service Line ordinance – Director Mach wrote an article for the *Neenah Notes* newsletter regarding lead in drinking water and the proposed ordinance. Office staff did not receive any comments or complaints regarding the article or the proposal. Director Mach is planning on bringing the ordinance back to Commission in October.
3. Construction update – Green Bay Rd. water main has been installed and is online. Contracted water main work is essentially complete for the year.
4. The next Water Commission Meeting is scheduled for October 19, 2020.

Following discussion, **M.S.C. Boyette/Schmeichel to accept and place on file the Director's Report.** All voting aye.

Storm Water Citizen Advisory Board Report – Public Works Director Kaiser provided and Director Mach presented the memo detailing the progress at the Harrison Street Pond and the installation of aerators at two of the city's detention ponds. Director Mach asked the Commission to defer questions about the Harrison Street Pond design to Public Works staff. The merits of aerators were discussed, including the benefits of dissolved oxygen, decrease in energy usage, and lessened maintenance.

Following discussion, **M.S.C. Boyette/Lang to accept and place on file the Storm Water Citizen Advisory Board Report.** All voting aye.

**Water Commission and Storm Water Citizen Advisory Board Special Meeting Minutes
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Any Other Business That May Legally Come Before the Commission – None

Adjournment – **M.S.C. Lang/Boyette to adjourn at 5:48 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

WATER UTILITY CASH ACTIVITY
September 2020

Cash Balance September 1, 2020		\$3,080,887
Cash Receipts		
Water Collection Receipts	782,519	
Other Water Receipts	17,684	
Interest	1,001	
		801,203
Cash Distributions		
Check Register	55,906	
P-Card Register	47,658	
Disbursements to the City	409,490	
		513,053
Cash Balance September 30, 2020		<u><u>\$3,369,037</u></u>

SEP DISBURSEMENTS TO THE CITY

Payroll		\$87,221
Payroll Benefits		32,827
Vehicle Fuel & Fluids		1,004
Vehicle Maintenance		4,809
Postage		31
IS Services		3,358
3rd Qtr Printcare		87
3rd Qtr Payment in Lieu of Taxes-2019		233,932
3rd Qtr-Sending/Collecting Bills-Pmnt to City		28,158
3rd Qtr-Finance, HR, Legal Services-Pmnt to City		15,418
3rd Qtr Rent		2,645
Total Sep Disbursements to the City		<u><u>\$409,490</u></u>

REPLACEMENT FUND RESERVES AS OF SEPTEMBER 2020

Sludge Lagoon		\$2,882,349
Vehicles		178,584
Painting Towers		216,956
Painting Hydrants		46,500
Total Replacement Fund Reserves		<u><u>\$3,324,389</u></u>

VENDOR NAME	CHECK #	CHECK DATE	TRANS		ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT
			INV#	CODE			
DIVERSIFIED BENEFIT SERVICES I	50596	09/03/2020	311314	AP	400-0401-770-9260	AUG SERV - FLEX SPENDING	19.75
						CHECK TOTAL -	19.75
GRAYMONT WESTERN LIME INC	50600	09/03/2020	154007RI	AP	400-0401-770-6410	HYDRATED LIME	3,577.60
						CHECK TOTAL -	3,577.60
RUEKERT & MIELKE INC	50624	09/03/2020	133159	AP	400-0000-207-0383	1/15-7/31 SERV-INDUSTRIAL TOWER RECONDITIONING	10,211.00
						CHECK TOTAL -	10,211.00
SCOTT LAMERS CONSTRUCTION LLC	50625	09/03/2020	4605	AP	400-0000-207-0456	1109 E FOREST LEAD SVC REPLACEMENT	1,500.00
						CHECK TOTAL -	1,500.00
WE ENERGIES	50634	09/03/2020	447772	AP	400-0401-770-6230	PUMPING - ELECTRIC JUL-AUG	11,192.91
	50634	09/03/2020	447772	AP	400-0401-770-6260	PUMPING - HEAT JUL-AUG	52.56
	50634	09/03/2020	447772	AP	400-0401-770-6420	WATER TREATMENT - HEAT JUL-AUG	136.90
	50634	09/03/2020	447772	AP	400-0401-770-6430	WATER TREATMENT-ELECTRIC JUL-AUG	4,304.97
	50634	09/03/2020	447772	AP	400-0401-770-6610	WATER TOWER - ELECTRIC JUL-AUG	181.86
	50634	09/03/2020	447772	AP	400-0401-770-6630	METER SRVC - ELECTRIC & HEAT - JUL-AUG	344.70
	50634	09/03/2020	447772	AP	400-0401-770-6650	DIST - ELECTRIC & HEAT JUL-AUG	1,398.32
						CHECK TOTAL -	17,612.22
GRAYMONT WESTERN LIME INC	50647	09/10/2020	154614RI	AP	400-0401-770-6410	HYDRATED LIME	3,675.20
						CHECK TOTAL -	3,675.20
KRUEGER TRUE VALUE	50651	09/10/2020	123195	AP	400-0402-770-6780	SAWZALL BLADES	22.49
	50651	09/10/2020	123365	AP	400-0401-770-6650	SHOVELS	134.95
	50651	09/10/2020	123388	AP	400-0401-770-6650	PIPE FITTINGS	17.08
	50651	09/10/2020	123401	AP	400-0402-770-6520	SCREWS	36.42
	50651	09/10/2020	123712	AP	400-0402-770-6520	MAINTENANCE ITEMS	147.33
	50651	09/10/2020	123764	AP	400-0402-770-6780	PIPE TAPE	5.35
	50651	09/10/2020	123870	AP	400-0402-770-6520	FOAM SEALANT	26.97
	50651	09/10/2020	124157	AP	400-0401-770-6650	BATTERIES	5.39
						CHECK TOTAL -	395.98
WATER REFUND VENDOR	50676	09/17/2020	WATER/RE	AP	400-0000-117-4201	OVERPAID TERMINATED WATER ACCOUNT	360.00

VENDOR NAME	CHECK #	CHECK DATE	TRANS INV#	ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT
					CHECK TOTAL -	360.00
DIVERSIFIED BENEFIT SERVICES I	50678	09/17/2020	311791	AP 400-0401-770-9260	SEP SERVICES-HRA	72.25
					CHECK TOTAL -	72.25
GRAYMONT WESTERN LIME INC	50684	09/17/2020	155011RI	AP 400-0401-770-6410	HYDRATED LIME	3,899.20
					CHECK TOTAL -	3,899.20
MICHELS COMMERCIAL AGGREGATES	50695	09/17/2020	398430	AP 400-0402-770-6750	BACKFILL	127.93
					CHECK TOTAL -	127.93
NORTHERN TOOL & EQUIPMENT COMP	50708	09/17/2020	44421390	AP 400-0402-770-6520	AIR HOSE, FITTINGS	108.96
					CHECK TOTAL -	108.96
WATER REFUND VENDOR	50729	09/17/2020	WATER/RE	AP 400-0000-117-4201	OVERPAID TERMINATED WATER ACCOUNT	238.28
					CHECK TOTAL -	238.28
WATER REFUND VENDOR	50733	09/24/2020	WATER/RE	AP 400-0000-117-4201	REF CR BAL 10-00059-00-04 112 EDNA AVE	52.79
					CHECK TOTAL -	52.79
WATER REFUND VENDOR	50735	09/24/2020	WATER/RE	AP 400-0000-117-4201	REF CR BAL 15-00116-00-07 129 WASHINGTON AVE #2	29.34
	50735	09/24/2020	WATER/RE	AP 400-0000-117-4201	REF CR BAL 18-00934-00-06 1260 PRIMROSE LN	31.64
					CHECK TOTAL -	60.98
WATER REFUND VENDOR	50737	09/24/2020	WATER/RE	AP 400-0000-117-4201	REF CR BAL 02-00044-00-03 206 WHITLOW ST	60.96
	50737	09/24/2020	WATER/RE	AP 400-0000-117-4201	REF CR BAL 26-00029-00-00 520 QUARRY LN	44.93
					CHECK TOTAL -	105.89
WATER REFUND VENDOR	50739	09/24/2020	WATER/RE	AP 400-0000-117-4201	REF CR BAL 04-00251-00-02 421 S LAKE ST	21.20
					CHECK TOTAL -	21.20
WATER REFUND VENDOR	50741	09/24/2020	WATER/RE	AP 400-0000-117-4201	REF CR BAL 24-00192-00-02 1151 PARK VILLAGE DR	19.38
	50741	09/24/2020	WATER/RE	AP 400-0000-117-4201	REF CR BAL 13-00277-00-01 247 E WISCONSIN AVE	162.98

VENDOR NAME	CHECK #	CHECK DATE	TRANS		ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT
			INV#	CODE			
	50741	09/24/2020	WATER/RE	AP	400-0000-117-4201	REF CR BAL 18-00085-00-01 1151 GREEN ACRES LN	119.98
	50741	09/24/2020	WATER/RE	AP	400-0000-117-4201	REF CR BAL 04-00322-00-01 139 PLUMMER CT	34.62
	50741	09/24/2020	WATER/RE	AP	400-0000-117-4201	REF CR BAL 20-00206-00-02 351 MARK CT	36.50
						CHECK TOTAL -	373.46
WATER REFUND VENDOR	50744	09/24/2020	WATER/RE	AP	400-0000-117-4201	REF CR BAL-1125 DOCTORS DR	16.00
	50744	09/24/2020	WATER/RE	AP	400-0000-117-4201	REF CR BAL-671 S WESTERN AVE	10.25
	50744	09/24/2020	WATER/RE	AP	400-0000-117-4201	REF CR BAL-1227 DOCTORS DR	6.00
	50744	09/24/2020	WATER/RE	AP	400-0000-117-4201	REF CR BAL-1004 MAIN ST	3.20
						CHECK TOTAL -	35.45
GRAYMONT WESTERN LIME INC	50745	09/24/2020	155391RI	AP	400-0401-770-6410	HYDRATED LIME	3,705.60
	50745	09/24/2020	155826RI	AP	400-0401-770-6410	HYDRATED LIME	3,985.60
						CHECK TOTAL -	7,691.20
WATER REFUND VENDOR	50746	09/24/2020	WATER/RE	AP	400-0000-117-4201	REF CR BAL 20-00816-00-09 203 CLAIRMONT CT #4	41.47
						CHECK TOTAL -	41.47
WATER REFUND VENDOR	50747	09/24/2020	WATER/RE	AP	400-0000-117-4201	REF CR BAL 17-00649-00-04 1133 PRIMROSE CT	16.94
						CHECK TOTAL -	16.94
WATER REFUND VENDOR	50748	09/24/2020	WATER/RE	AP	400-0000-117-4201	REF CR BAL 17-00399-00-14 1089 HOLLY CT	54.83
	50748	09/24/2020	WATER/RE	AP	400-0000-117-4201	REF CR BAL 17-00403-06-08 1100 LAUREL CT #1	49.57
						CHECK TOTAL -	104.40
WATER REFUND VENDOR	50750	09/24/2020	WATER/RE	AP	400-0000-117-4201	REF CR BAL 36-00060-00-03 2501 MAPLE GROVE DR	201.38
						CHECK TOTAL -	201.38
WATER REFUND VENDOR	50751	09/24/2020	WATER/RE	AP	400-0000-117-4201	REF CR BAL 20-00817-00-15 207 CLAIRMONT CT #1	52.13
						CHECK TOTAL -	52.13
WATER REFUND VENDOR	50752	09/24/2020	WATER/RE	AP	400-0000-117-4201	REF CR BAL 25-00459-00-02 2008 MARATHON AVE	128.44

CITY OF NEENAH
 Detail CHECK REGISTER- WATER DEPARTMENT
 Period Ending - 09/30/2020

VENDOR NAME	CHECK #	CHECK DATE	TRANS INV#	CODE	ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT
						CHECK TOTAL -	128.44
WATER REFUND VENDOR	50753	09/24/2020	WATER/RE	AP	400-0000-117-4201	REF CR BAL 01-00624-00-09 742 FAIRWOOD DR #2	42.03
	50753	09/24/2020	WATER/RE	AP	400-0000-117-4201	REF CR BAL 34-00424-00-12 105 E PECKHAM ST	50.52
						CHECK TOTAL -	92.55
WATER REFUND VENDOR	50758	09/24/2020	WATER/RE	AP	400-0000-117-4201	REF CR BAL 18-00085-00-01 406 1ST ST #2	105.97
						CHECK TOTAL -	105.97
WATER REFUND VENDOR	50760	09/24/2020	WATER/RE	AP	400-0000-117-4201	REF CR BAL 34-00755-00-01 1166 MAPLE ST	33.25
						CHECK TOTAL -	33.25
WATER REFUND VENDOR	50762	09/24/2020	WATER/RE	AP	400-0000-117-4201	REF CR BAL 26-00301-00-00 1090 CONGRESS ST	103.28
						CHECK TOTAL -	103.28
WATER REFUND VENDOR	50763	09/24/2020	WATER/RE	AP	400-0000-117-4201	REF CR BAL 11-00392-00-01 424 11TH ST	148.47
	50763	09/24/2020	WATER/RE	AP	400-0000-117-4201	REF CR BAL 05-00205-00-00 208 MEADE ST	68.90
						CHECK TOTAL -	217.37
SCOTT LAMERS CONSTRUCTION LLC	50764	09/24/2020	4639	AP	400-0000-207-0456	WATER SERVICE/633 S PARK	575.00
						CHECK TOTAL -	575.00
WATER REFUND VENDOR	50765	09/24/2020	WATER/RE	AP	400-0000-117-4201	REF CR BAL 05-00179-00-01 221 MEADE ST	27.61
						CHECK TOTAL -	27.61
STRAND ASSOCIATES INC	50768	09/24/2020	163551	AP	400-0401-770-9230	AUG SERVICE-DIST CAPACITY & GROWTH STUDY	4,066.52
						CHECK TOTAL -	4,066.52
						GRAND TOTAL -	55,905.65

*** END OF REPORT ***

VENDOR NAME	CHECK #	CHECK DATE	TRANS		ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT
			INV#	CODE			
U S BANK	323	09/30/2020	09-12-20	AP	400-0401-770-6430	TDS METROCOM AUG TDS PHONE	87.49
	323	09/30/2020	09-12-20	AP	400-0401-770-6630	TDS METROCOM AUG TDS PHONE	4.17
	323	09/30/2020	09-12-20	AP	400-0401-770-6650	TDS METROCOM AUG TDS PHONE	41.66
	323	09/30/2020	09-12-20	AP	400-0401-770-9030	TDS METROCOM AUG TDS PHONE	5.67
	323	09/30/2020	09-12-20	AP	400-0401-770-9210	TDS METROCOM AUG TDS PHONE	7.57
	323	09/30/2020	09-12-20	AP	400-0401-770-6260	U.S. CELLULAR AIRTIME 7/22-8/21	17.69
	323	09/30/2020	09-12-20	AP	400-0401-770-6430	U.S. CELLULAR AIRTIME 7/22-8/21	17.66
	323	09/30/2020	09-12-20	AP	400-0401-770-6620	U.S. CELLULAR AIRTIME 7/22-8/21	78.82
	323	09/30/2020	09-12-20	AP	400-0401-770-6630	U.S. CELLULAR AIRTIME 7/22-8/21	4.32
	323	09/30/2020	09-12-20	AP	400-0401-770-6650	U.S. CELLULAR AIRTIME 7/22-8/21	78.78
	323	09/30/2020	09-12-20	AP	400-0401-770-9020	U.S. CELLULAR AIRTIME 7/22-8/21	4.33
	323	09/30/2020	09-12-20	AP	400-0401-770-6630	U.S. CELLULAR AIRTIME 7/22-8/21	1.98
	323	09/30/2020	09-12-20	AP	400-0401-770-6650	U.S. CELLULAR AIRTIME 7/22-8/21	1.96
	323	09/30/2020	09-12-20	AP	400-0402-770-6520	WALMART.COM AA HYDROGEN PEROXIDE	70.40
	323	09/30/2020	09-12-20	AP	400-0401-770-6420	NORTHERN LAKE SERVICE- IN LAB TESTS	82.00
	323	09/30/2020	09-12-20	AP	400-0401-770-6420	NORTHERN LAKE SERVICE- IN LAB TESTS	672.00
	323	09/30/2020	09-12-20	AP	400-0401-770-6410	AIRGAS USA, LLC CARBON DIOXIDE	2,097.49
	323	09/30/2020	09-12-20	AP	400-0402-770-6520	CENTRAL TEMPERATURE HVAC SERVICE	350.29
	323	09/30/2020	09-12-20	AP	400-0401-770-6410	KEMIRA WATER SOLUTIONS FERRIC SULFATE	5,828.76
	323	09/30/2020	09-12-20	AP	400-0402-770-6520	HAWKINS INC PUMP REBUILDING	760.60
	323	09/30/2020	09-12-20	AP	400-0401-770-6410	MILPORT ENTERPRISES INC SODIUM HYPOCHLORITE	3,674.47
	323	09/30/2020	09-12-20	AP	400-0401-770-6420	AQUASANA WATER FILTERS - LAB TEST	16.80
	323	09/30/2020	09-12-20	AP	400-0000-207-0449	RIESTERER AND SCHNELL INC SNOW BLOWER/MOWER	16,250.00
	323	09/30/2020	09-12-20	AP	400-0402-770-6520	THE HOME DEPOT PRO REFUND SCOTT FOLD TOWELS	86.91-
	323	09/30/2020	09-12-20	AP	400-0401-770-6420	THE UPS STORE #2376 SHIPPING LAB TEST	10.32
	323	09/30/2020	09-12-20	AP	400-0401-770-6410	HAWKINS INC SODIUM PERMANGANATE	3,510.21

VENDOR NAME	CHECK #	CHECK DATE	INV#	TRANS		DESCRIPTION	TRANSACTION AMOUNT
				CODE	ACCOUNT NUMBER		
	323	09/30/2020	09-12-20	AP	400-0402-770-6520	GRAINGER FILTER MATERIAL	42.43
	323	09/30/2020	09-12-20	AP	400-0402-770-6520	SPEEDY METALS ALUMINUM PLATE	148.80
	323	09/30/2020	09-12-20	AP	400-0401-770-6430	OFFICEMAX/DEPOT 6134 LAB CHAIRS	492.97
	323	09/30/2020	09-12-20	AP	400-0402-770-6520	HAWKINS INC PUMP REBUILD KIT	239.78
	323	09/30/2020	09-12-20	AP	400-0402-770-6520	THE HOME DEPOT #4928 TOOLS & SAFETY MARKERS	37.73
	323	09/30/2020	09-12-20	AP	400-0402-770-6520	KUNDINGER INC CHEMICAL HOSE	102.88
	323	09/30/2020	09-12-20	AP	400-0401-770-6420	WI STATE HYGIENE LAB LAB TEST	26.00
	323	09/30/2020	09-12-20	AP	400-0401-770-6650	CINTAS CORP FLOOR MATS & MOPS DISTRIB	40.05
	323	09/30/2020	09-12-20	AP	400-0401-770-6430	CINTAS CORP FLOOR MATS & MOPS TREATME	40.06
	323	09/30/2020	09-12-20	AP	400-0401-770-6650	FASTENAL COMPANY 01WIAPP NUTS AND BOLTS	356.75
	323	09/30/2020	09-12-20	AP	400-0402-770-6510	AMZN MKTP US*MM49M9BA0 LED LIGHTS	580.26
	323	09/30/2020	09-12-20	AP	400-0401-770-6650	AMAZON.COM*MM5W605Q0 CUT OFF SAW BLADES	36.00
	323	09/30/2020	09-12-20	AP	400-0402-770-6510	AMZN MKTP US*MM7PH47A2 LED LIGHTS	409.98
	323	09/30/2020	09-12-20	AP	400-0402-770-6510	AMZN MKTP US*MU14D6461 LED LIGHTS	542.32
	323	09/30/2020	09-12-20	AP	400-0402-770-6520	EBAY O*19-05633-60417 ELECTRICAL BOX	113.20
	323	09/30/2020	09-12-20	AP	400-0402-770-6520	EBAY O*19-05633-60418 MOUNTING ARM	39.99
	323	09/30/2020	09-12-20	AP	400-0402-770-6520	PAYPAL *JFUN0430 EBAY JFU PANEL DISPLAY	155.00
	323	09/30/2020	09-12-20	AP	400-0402-770-6520	PAYPAL *CURT EBAY CURT PANEL DISPLAY	155.00
	323	09/30/2020	09-12-20	AP	400-0402-770-6510	AMZN MKTP US*MU5VT3LO1 LED LIGHTS	239.70
	323	09/30/2020	09-12-20	AP	400-0402-770-6510	AMZN MKTP US*MM47H1K60 LED LIGHTS	399.50
	323	09/30/2020	09-12-20	AP	400-0402-770-6520	AMZN MKTP US*MU7JN2YW1 MOWER COVER	59.95
	323	09/30/2020	09-12-20	AP	400-0401-770-6650	AMZN MKTP US*MU7JN2YW1 FIRST AID SUPPLIES	61.90
	323	09/30/2020	09-12-20	AP	400-0402-770-6520	PAYPAL *CURT EBAY CURT REFUND PANEL DISPLAY	155.00-
						CHECK TOTAL -	37,747.78
U S BANK	324	09/30/2020	09-25-20	AP	400-0401-770-9260	AFFINITYHLTH EMPSOL 390317/DRUG & ALCOHOL TES	120.00
	324	09/30/2020	09-25-20	AP	400-0401-770-9260	AFFINITYHLTH EMPSOL 390521/3RD QTR EAP FEES	85.50

VENDOR NAME	CHECK #	CHECK DATE	TRANS		ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT
			INV#	CODE			
						CHECK TOTAL -	205.50
U S BANK	325	09/30/2020	09-25-20	AP	400-0402-770-6520	OFFICEMAX/DEPOT 6869	179.99
						OFFICE CHAIR	
	325	09/30/2020	09-25-20	AP	400-0401-770-6420	4TE*CULLIGAN WATER CONDIT	50.00
						LAB WATER	
	325	09/30/2020	09-25-20	AP	400-0402-770-6520	WERNER ELECTRIC - APPLETO	355.66
						STRUT CHAN L & JUNCT BOX	
	325	09/30/2020	09-25-20	AP	400-0402-770-6520	FLEET FARM 100	261.93
						JET PUMP & ACID	
	325	09/30/2020	09-25-20	AP	400-0401-770-6420	IDEXX DISTRIBUTION INC	258.09
						LAB SUPPLIES	
	325	09/30/2020	09-25-20	AP	400-0401-770-6430	MORTON SAFETY, LLC	510.00
						MASKS & GLOVES	
	325	09/30/2020	09-25-20	AP	400-0401-770-6420	IDEXX DISTRIBUTION INC	347.83
						LAB REAGENTS	
	325	09/30/2020	09-25-20	AP	400-0401-770-6420	HANNA INSTRUMENTS US	111.26
						CALIBRATION STANDARDS	
	325	09/30/2020	09-25-20	AP	400-0402-770-6510	IN *SECURITY-LUEBKE ROOFI	725.00
						DOWNSPOUT EXTENSIONS	
	325	09/30/2020	09-25-20	AP	400-0402-770-6520	WAL-MART #2986	58.47
						BLEACH WIPES, TP ,SOAP	
	325	09/30/2020	09-25-20	AP	400-0401-770-9270	OPC*WISCONSIN RURAL WTR	50.00
						TRAINING KNAPP	
	325	09/30/2020	09-25-20	AP	400-0401-770-9270	OPC*WISCONSIN RURAL WTR	50.00
						TRAINING KLASKE	
	325	09/30/2020	09-25-20	AP	400-0401-770-9270	OPC*WISCONSIN RURAL WTR	50.00
						TRAINING KLASKE	
	325	09/30/2020	09-25-20	AP	400-0401-770-9270	OPC*WISCONSIN RURAL WTR	50.00
						TRAINING KNAPP	
	325	09/30/2020	09-25-20	AP	400-0401-770-9270	OPC MSC*SERVICE FEE 024	4.95
						PROCESS FEE TRAINING	
	325	09/30/2020	09-25-20	AP	400-0401-770-9270	OPC MSC*SERVICE FEE 024	4.95
						PROCESS FEE TRAINING	
	325	09/30/2020	09-25-20	AP	400-0401-770-9270	OPC MSC*SERVICE FEE 024	4.95
						PROCESS FEE TRAINING	
	325	09/30/2020	09-25-20	AP	400-0401-770-9270	OPC*WISCONSIN RURAL WTR	50.00
						TRAINING GROGAN	
	325	09/30/2020	09-25-20	AP	400-0401-770-9270	OPC*WISCONSIN RURAL WTR	50.00
						TRAINING LAFAVE	
	325	09/30/2020	09-25-20	AP	400-0401-770-9270	OPC MSC*SERVICE FEE 024	4.95
						PROCESS FEE TRAINING	
	325	09/30/2020	09-25-20	AP	400-0401-770-9270	OPC MSC*SERVICE FEE 024	4.95
						PROCESS FEE TRAINING	
	325	09/30/2020	09-25-20	AP	400-0402-770-6520	EBAY O*09-05716-97169	60.00
						PANELVIEW MOUNTING CLIPS	
	325	09/30/2020	09-25-20	AP	400-0402-770-6520	AMZN MKTP US*MUS2Q1BT0	80.25
						SAFETY FUEL CAN	
	325	09/30/2020	09-25-20	AP	400-0402-770-6510	AMZN MKTP US*MU03E3R92	86.99
						LED LIGHTS	

VENDOR NAME	CHECK #	CHECK DATE	TRANS INV#	CODE	ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT
	325	09/30/2020	09-25-20	AP	400-0401-770-6650	AMZN MKTP US*MU03E3R92 FIRST AID SUPPLIES	16.01
	325	09/30/2020	09-25-20	AP	400-0402-770-6510	IN *SES GROUP, INC. BOILER STACK REPLACEMENT	6,028.00
	325	09/30/2020	09-25-20	AP	400-0401-770-6430	AMZN MKTP US*M42IN56B1 VACUUM CLEANER	79.99
	325	09/30/2020	09-25-20	AP	400-0402-770-6520	AMZN MKTP US*M42IN56B1 PIPE CUTTER BLADES	85.84
	325	09/30/2020	09-25-20	AP	400-0402-770-6520	ZORO TOOLS INC UV FACE SHIELDS	79.28
						CHECK TOTAL -	9,704.29
						GRAND TOTAL -	47,657.57

*** END OF REPORT ***



Neenah Water Utility

211 Walnut St. PO Box 426 Neenah, WI 54957-0426

Office: (920) 886-6182 Cell: (920) 858-6300

Email: amach@ci.neenah.wi.us

Anthony L. Mach

Director of Neenah Water Utility

MEMORANDUM

DATE: October 8, 2020
TO: Waterworks Commission
FROM: Anthony L. Mach
RE: Approval of Draft Lead and Galvanized Water Service Line Replacement Ordinance

Please find enclosed the Final Draft of the Lead and Galvanized Water Service Line Replacement Ordinance. I respectfully present this to you for your discussion and consideration.

This Ordinance is respectfully dedicated to Alderman Kunz and Mrs. Kunz. Their care and dedication to the citizens of Neenah shall always be remembered.

Staff recommend approving the Draft Lead and Galvanized Water Service Line Replacement Ordinance and recommending said ordinance to the Common Council for codification.

Sec. XX-YY. - Lead and galvanized water service line replacement.

- (a) *Intent and purpose.* The Common Council and the Waterworks Commission of the City of Neenah finds that it is in the public interest to establish a comprehensive program for the removal and replacement of water service lines constructed of lead and galvanized materials which are in use within both the Neenah Water Utility water system and in private systems and, to that end, declares the purposes of this section to be as follows:
- (1) To help ensure that the water quality at every tap of every Neenah Water Utility customer meets the water quality standards specified under the state and federal law;
 - (2) To reduce the number of lead and galvanized water service lines in the City in order to meet the objectives of Neenah Water Utility, the Environmental Protection Agency (EPA), and the Wisconsin Department of Natural Resources;
 - (3) To further the goal of eliminating all lead contamination in City water service lines for the health of City residents;
 - (4) To meet the Wisconsin Department of Natural Resources requirements for local compliance with the EPA Lead and Copper Rule (40 CFR Part 141) and Wis. Admin. Code § NR 809.541–809.55.
- (b) *Water system reconstruction.*
- (1) *Inspection required.* At least sixty (60) days before the commencement of any utility water main or service line reconstruction project, the Director of Neenah Water Utility or a designee shall inspect all private connections to the public water main of abutting properties in order to determine service line content. Upon presentation of credentials, representatives from the utility shall have the right to request entry at any reasonable time to inspect any property served by the public water supply. If entry is refused, such representatives shall obtain a special inspection warrant under Wis. Stat. § 66.0119. In the event an inspection had been made previously, the utility shall determine the materials used in the construction of the private water service line from inspection records.
 - (2) *Notification required.* Prior to the reconstruction of the water main and service line system, the owner of each abutting property in which the private water service line is constructed of lead or galvanized pipe shall be given written notice of the project and requirement to replace the existing service. Such notice shall be made not less than sixty (60) days prior to commencement of the actual work.
 - (3) *Owner to replace private water service lines containing lead or galvanized pipe during water main or service line reconstruction.* The owner shall, at the owner's expense, replace any private service constructed of lead or galvanized pipe with a suitable alternative water service line material as allowable by current Wisconsin Plumbing Code. The Water Utility shall supply an appropriate connection point as part of the reconstruction.
 - (i) The City may, as part of any construction project, request unit bid prices for the calculation of the cost of making appropriate replacement to the private water service line. If available, and should the owner select this option, the owner will be charged the entire cost of replacing the private water service including costs to reconnect the service line inside the structure, any related plumbing work necessary to complete the internal connection, and any electrical re-grounding which may be required by current Wisconsin Electrical Code. The owner may elect to pay the entire amount upon completion of the work, or the owner may request to be billed in five annual installments or less plus interest pursuant to Sec. 13-2. Within thirty (30) days after the giving of notice of reconstruction under subsection (b)(1), proof of arrangements for replacement shall be provided by the owner to the Director of Neenah Water Utility or a designee.
 - (ii) The owner may elect to contract privately with a licensed contractor to complete the private service line replacement. All work needed to accomplish the replacement including the

entire cost of replacing the private water service including costs to reconnect the service line inside the structure, any related plumbing work necessary to complete the internal connection, and any electrical re-grounding which may be required by code shall be done at the expense of the owner. Within thirty (30) days after the giving of notice of reconstruction under subsection (b)(1), proof of arrangements for replacement shall be provided from the owner to the Director of Neenah Water Utility or a designee.

- (c) *Financing or assistance program.* The Water Utility may elect to offer a program pursuant to Wis. Stat. § 196.372 to provide financing or assistance for the replacement of lead or galvanized private water service lines. Any financial assistance offered must satisfy all of the following conditions:
- (1) Any loan provided may not be forgiven by the Utility or the City;
 - (2) Grants that are provided by the Water Utility are limited to no more than one-half of the total cost to the owner of replacing the lead service;
 - (3) The amount of financial assistance must be the same for each owner in a customer class, be it a fixed amount or a percentage of the replacement cost; and
 - (4) The financial assistance program must be approved by the Public Service Commission of Wisconsin.
- (d) *Authority to discontinue service.* As an alternative to any other methods provided for obtaining compliance with the requirements of this Code regarding replacement of lead or galvanized private water service lines, the Water Utility may discontinue water service to such property, but no sooner than 30 days after the giving of a written disconnection notice and an opportunity for hearing before the Neenah Waterworks Commission under Wis. Stat. ch. 68.

NEENAH WATER UTILITY

3rd Quarter FINANCIAL REPORT

January 1 through September 30, 2020

Neenah Water Utility
Comparative Balance Sheet
as of September 30, 2020 & 2019

Assets	2020	Assets	2019
Current Assets		Current Assets	
Cash & Cash Equivalents		Cash & Cash Equivalents	
Cash on Hand	\$ 3,369,037	Cash on Hand	\$ 1,272,465
Working Funds - Petty Cash	200	Working Funds - Petty Cash	200
Special Deposits	569	Special Deposits	569
Prepays	145	Prepays	315
Total Cash & Cash Equivalents	\$ 3,369,951	Total Cash & Cash Equivalents	\$ 1,273,549 A)
Temporary Investments		Temporary Investments	
Unrestricted	\$ 420,266	Unrestricted	\$ 1,975,987
Restricted for Debt Service	1,300,571	Restricted for Debt Service	1,288,337 B)
Replacement Reserves	3,324,389	Replacement Reserves	2,988,132
Total Temporary Investments	\$ 5,045,226	Total Temporary Investments	\$ 6,252,457
Receivables		Receivables	
Customer Account	\$ 1,994,368	Customer Account	\$ 2,052,629 C)
Other	2,749	Other	2,250 D)
Public/Municipal	53,764	Public/Municipal	37,667
Investment Interest	3,781	Investment Interest	3,786
Total Receivables	\$ 2,054,662	Total Receivables	\$ 2,096,333
Inventory		Inventory	
Chemical	\$ 94,394	Chemical	\$ 86,484
Meter & Hydrant Supplies	26,117	Meter & Hydrant Supplies	29,451
Total Inventory	\$ 120,511	Total Inventory	\$ 115,935 E)
Total Current Assets	\$ 10,590,350	Total Current Assets	\$ 9,738,274
NonCurrent Assets		NonCurrent Assets	
Revenue Bond Reserve Investments	319,000	Revenue Bond Reserve Investments	319,000
Revenue Bond Depreciation Fund Investments	250,000	Revenue Bond Depreciation Fund Investments	250,000
Unamortized Premiums on Borrowing/Refunding	(30,137)	Unamortized Premiums on Borrowing/Refunding	(47,962)
Unamortized Loss on Advanced Refunding	4,047	Unamortized Loss on Advanced Refunding	8,069
Deferred Outflow Related to Pension	719,517	Deferred Outflow Related to Pension	385,455
Fixed Assets		Fixed Assets	
Utility Plant in Service	\$ 65,084,551	Utility Plant in Service	\$ 63,233,237
Less: Accumulated Depreciation	(23,291,876)	Less: Accumulated Depreciation	(21,905,528)
Net Utility Plant in Service	\$ 41,792,675	Net Utility Plant in Service	\$ 41,327,709
Deferred Special Assessments	470,251	Deferred Special Assessments	433,594
Net Pension Asset	0	Net Pension Asset	205,065
Construction Work in Process	1,172,649	Construction Work in Process	1,591,598
Total NonCurrent Assets	44,698,001	Total NonCurrent Assets	44,472,527
Total Assets	\$55,288,351	Total Assets	\$54,210,801
Liabilities & Capital		Liabilities & Capital	
Current Liabilities		Current Liabilities	
Accruals		Accruals	
Payrolls	11,358	Payrolls	9,631
In Lieu of Property Taxes	976,272	In Lieu of Property Taxes	1,006,301 F)
Interest	84,212	Interest	103,559
Total Accruals	\$ 1,071,843	Total Accruals	\$ 1,119,491
Net Pension Liability	\$ 251,327	Net Pension Liability	\$ - G)
Total Current Liabilities	\$1,323,170	Total Current Liabilities	\$1,119,491
NonCurrent Liabilities		NonCurrent Liabilities	
Revenue/Refunding Bonds/Notes	\$ 1,875,000	Revenue/Refunding Bonds/Notes	\$ 2,540,000 H)
Safe Drinking Loan	7,013,508	Safe Drinking Loan	8,526,974 I)
Employee Vacation & Sick Leave Reserve	94,880	Employee Vacation & Sick Leave Reserve	84,348
Allowance of Uncollectable A/R	16,700	Allowance of Uncollectable A/R	16,700
Deferred Special Assessments	470,251	Deferred Special Assessments	433,594
Total NonCurrent Liabilities	\$ 9,470,338	Total NonCurrent Liabilities	\$ 11,601,616
Total Liabilities	\$ 10,793,508	Total Liabilities	\$ 12,721,107
Deferred Inflows Related to Pension	\$ 365,127	Deferred Inflows Related to Pension	\$ 390,939
Capital & Retained Earnings		Capital & Retained Earnings	
City Paid in Capital	\$ 2,645,651	City Paid in Capital	\$ 2,645,651 J)
Beginning Retained Earnings	\$ 39,198,067	Beginning Retained Earnings	\$ 36,289,944
Net Income (Loss)	2,285,999	Net Income (Loss)	2,163,159 K)
Ending Retained Earnings	\$ 41,484,066	Ending Retained Earnings	\$ 38,453,103
Total Capital & Retained Earnings	44,129,717	Total Capital & Retained Earnings	41,098,754
Total Liabilities & Capital	\$ 55,288,351	Total Liabilities & Capital	\$ 54,210,801

**Neenah Water Utility
Notes and Explanations
Comparative Balance Sheet
For the Period Ending September 30, 2019 & 2020**

Liquidity (Current assets/current liabilities) ratio = 8.00 for the 3rd Quarter of 2020. Above 1 is the goal. 3rd Quarter of 2019 = 8.70

- A) Total Cash Equivalents have increased for the 3rd Quarter 2020 over the corresponding period in 2019.
- B) Restricted due to bond covenants and Commission set asides. Invested in LGIP funds. Unrestricted funds are available for projects and emergencies.
- C) Customer Account includes bills sent out at the end of September to residential, commercial, multifamily, industrial, and public accounts.
- D) Includes other billings not yet paid.
- E) Total Inventory is the value of treatment chemicals and distribution materials held in inventory.
- F) PILOT based on Utility Plant in Service.
- G) Net Pension Liability is based on WRS investment performance, the results of which contributed to a shift from a net pension asset to a net pension liability on the Utility's books.
- H) Includes revenue bonds from 2012, 2013 and 2017 Maturity dates, 12/1/2021, 12/1/2021 and 12/1/2026.
- I) Safe Drinking Water Loan used for plant construction, from 2005 and 2006. Maturity dates 5/1/2024 and 5/1/2025.
- J) Includes City's initial investment, and projects paid by TIF.
- K) Net income

Neenah Water Utility				
Comparative Income Statement				
for the Nine Months Ending - September 30, 2020 & 2019				
	2020		2019	Percent Change
Water Operating Revenue				
Unmetered				
Sales to General Customers (WFC)	2,020		1,669	21.1% (A)
Private Fire Protection (Firelines)	99,052		91,584	8.2% (B)
Public Fire Protection - All Customers	1,265,402		1,254,659	0.9% (C)
Total Unmetered Revenue	\$1,366,474		\$1,347,912	1.4%
Metered				
Bulk Water - All Customer Types	1,567		1,563	0.2% (D)
Residential Customers	2,458,855		2,320,710	6.0% (E)
Multi Residential Customers	115,990		115,818	0.1% (F)
Commercial Customers	628,510		674,981	-6.9% (G)
Industrial Customers	1,236,855		1,294,883	-4.5% (H)
Municipal/Other Public Customers	97,023		95,064	2.1% (I)
Total Metered Revenue	\$4,538,800		\$4,503,021	0.8%
Total Water Operating Revenue	\$ 5,905,274		\$ 5,850,932	0.9% (J)
Other Operating Revenue				
Late Fees	6,297		40,805	-84.6% (K)
Miscellaneous Service Revenues	19,413		20,033	-3.1% (L)
Water Property Rental Revenue	102,119		89,722	13.8% (M)
Other Revenues	6,393		12,591	-49.2% (N)
Total Other Operating Revenue	\$134,221		\$163,152	-17.7%
Total Operating Revenue	\$ 6,039,495		\$ 6,014,084	0.4%
Operating Expenses				
Source of Supply Expenses	9,601		21,967	-56.3% (O)
Pumping Expenses	169,667		177,655	-4.5% (P)
Water Treatment Expenses	738,671		668,017	10.6% (Q)
Transmission & Distribution Expenses	304,436		425,932	-28.5% (R)
Customer Account Expenses	109,432		88,485	23.7% (S)
Administrative & General Expenses	214,072		226,002	-5.3% (T)
Employee Fringe Benefit Expense	229,150		222,828	2.8% (U)
Depreciation Expense	1,166,549		1,143,675	2.0% (V)
Property Tax Expense	742,340		763,505	-2.8% (W)
Payroll Tax Expense	56,445		57,667	-2.1% (X)
Other Tax Expense	5,592		5,904	-5.3% (Y)
Total Operating Expenses	\$ 3,745,955		\$ 3,801,637	-1.5%
Net Operating Income (Loss)	\$ 2,293,540		\$ 2,212,447	3.7%
Other Revenue				
Merchandising & Jobbing Revenue	2,604		4,545	-42.7%
Interest Income	44,441		136,293	-67.4% (Z)
Amortization of Debt Premium	13,368		13,368	0.0%
Capital Contributions	102,521		1,911	5266.2% (AA)
Miscellaneous Non-Operating Income	2,849		4,465	-36.2% (BB)
Total Other Revenue	\$ 165,783		\$ 160,581	3.2%
Other Expenses				
Interest Expense on Long-Term Debt	170,308		206,853	-17.7%
Amortization Expense on Long-Term Debt	3,017		3,017	0.0%
Total Other Expenses	\$ 173,325		\$ 209,869	-17.4%
Net Income (Loss)	\$ 2,285,999		\$ 2,163,159	5.7% (CC)

**Neenah Water Utility
Notes and Explanations
Comparative Income Statement
For the Period Ending September 30, 2019 & 2020**

- A. Sales to General Customers at the plant filling station.
- B. Private fire protection is billed at a PSC established flat rate per quarter based on the diameter of the fire line. This affects all customer types operating a private sprinkler/fire line, except residential. Includes a refund to a customer that was overcharged.
- C. Public fire protection is based upon the square footage of each building.
- D. Bulk water is related to construction activity. A hydrant meter is used to determine usage.
- E. Residential number shown reflects revenues increasing significantly, likely due to hot, dry periods and COVID-19 work from home influences.
- F. Multi-Family Residential reflects a slight increase from last year.
- G. Commercial revenues reflect a decrease, likely due to the COVID-19 related closures.
- H. Industrial revenues reflect a decrease, likely due to the COVID-19 related closures.
- I. Public sales include schools, parks, and other public buildings.
- J. Total Water Operating Revenues is the sum of A thru I. Revenue in the third quarter of 2020 is 0.9% greater than in the corresponding period of 2019.
- K. Late bill payment revenue (late fees). No late fees were charged for March through September per PSC Docket 5-UI-120.
- L. Revenue received for reading and billing sewer exemption meters; reconnect fees and turning on service lines; hydrant hook-up fees; customer repair charges.
- M. Revenue received for annual fire hydrant rental to the Town of Neenah and rental fees from cell providers for antenna space. It increases, as contract provisions require.
- N. Revenue received for sale of scrap, miscellaneous service fees, and returned check fees.
- O. Expenses are for supervision of intakes and related structures, including testing, inspections, cleanings, and repairs. Inspections and cleanings are twice a year as needed.

Neenah Water Utility
Notes and Explanations Comparative Income Statement
For the Period Ending September 30 2019 & 2020
Page 2 of 2

- P. Pumping Expenses were down in the second quarter of 2020 as compared to the corresponding period in 2019.
- Q. Treatment Expenses are up for the time period due to chemical purchase timing and the repair and upgrade of plant equipment.
- R. Transmission and Distribution Expenses are down for 2020, compared to 2019, due to fewer mains and service repair expenses, and miscellaneous expenses related to distribution operations.
- S. The Customer Account Expense is higher in 2020 than in 2019 due to the increased amount of supervision, records, and collection required and increases in IS services.
- T. This account reflects a decrease in usage due to lowered miscellaneous expenses and training.
- U. Fringe benefits are affected by staffing levels, overtime or call-in work for water main breaks and plant emergencies, and retirement payouts.
- V. Depreciation Expense is dependent upon actual depreciation.
- W. Payment In Lieu of Property Tax (PILOT) reflects the value of the water system.
- X. Payroll Taxes
- Y. DNR lake withdrawal fee
- Z. Interest Income has decreased due to economic factors.
- AA. Developer financed capital contributions.
- BB. Miscellaneous non-operating income, including the P-card Rebate.
- CC. Net Income in the second quarter of 2020 reflects an increase compared to the same period in 2019.

Neenah Water Utility						
2020 Construction Work in Progress						
	Budget	3 Months	6 Months	9 Months	12 Months	Totals
Capital Projects:						
Meter replacement	75,000	81,708	23,719	236	-	105,663
Repave driveway on north/east side of bldg	30,000	-	-	-	-	-
Upgrade '12 pick-up truck to 1-ton work truck	50,000	-	-	-	-	-
John Deere snow-blower and mower	26,000	-	-	16,250	-	16,250
Misc. tools & equipment	25,000	-	-	7,446	-	7,446
Technology upgrade	15,000	-	635	-	-	635
Misc. consulting fees	15,000	-	3,626	2,149	-	5,775
Misc. Plant contingency	25,000	-	-	-	-	-
Replace chemical tanks	250,000	-	-	-	-	-
Granulated activated carbon filter media replcmnt	230,000	-	-	-	-	-
Rip-rap shoreline at Plant	30,000	-	-	-	-	-
Replace fence/gate east side of filtration Plant	14,000	-	-	-	-	-
Hypochlorite Room Rehab	-	-	8,899	2,920	-	11,819
Chemical Feed/System Upgrade	-	134	-	(5,193)	-	(5,059)
Hydrants	-	-	-	2,788	-	2,788
Watermain Addition/Replacement:						
Abby Ave.	164,000	2,792	3,704	95,680	-	102,176
Center St.	55,000	-	60,204	3,870	-	64,074
Clybourn St.	44,000	67	3,078	41,826	-	44,971
Van St.	267,000	834	302,680	14,763	-	318,278
Monroe St.	75,000	313	117,116	-	-	117,429
Green Bay Rd.	236,000	-	-	2,639	-	2,639
Lakeshore Ave.	308,000	-	211,201	58,990	-	270,191
Wheeler St.	59,000	-	5,218	(4,465)	-	753
Kimberly Point Park	45,000	-	-	-	-	-
Caroline St.	-	-	3,000	-	-	3,000
Integrity P1-Honor/Respect	-	3,853	85,429	-	-	89,282
Towerview Dr	-	-	-	10,211	-	10,211
Bond St	-	-	-	675	-	675
Castle Oak VI-Cavalry Ln.	-	3,576	75	-	-	3,652
Totals	2,038,000	93,277	828,584	250,787	-	1,172,649
2020 Temporary Investments						
September 30, 2020						
Safe Drinking Water Loan Payment			714,637			
2012 Refunding Debt Service Payment			105,867			
2013 Refunding Debt Service Payment			399,583			
2017 Refunding Debt Service Payment			80,483			
			\$1,300,571			
Replacement Reserves						
Sludge Lagoon Reserve			2,882,349			
Vehicle Replacement Reserve			178,584			
Painting Tower Reserve			216,956			
Painting Hydrants Reserve			46,500			
			\$3,324,389			



Neenah Water Utility

211 Walnut St. PO Box 426 Neenah, WI 54957-0426

Office: (920) 886-6182 Cell: (920) 858-6300

Email: amach@ci.neenah.wi.us

Anthony L. Mach

Director of Neenah Water Utility

MEMORANDUM

DATE: October 8, 2020

TO: Waterworks Commission

FROM: Anthony L. Mach

RE: Request to Proceed with Asbestos Abatement

During the CVMIC inspection of the Water Utility, it became apparent that asbestos containing materials (ACM) may be present in the existing building materials on the property. A certified inspector was hired to sample and test the materials for ACM which came back positive for the floor tiles, tile mastic, and insulation. Unfortunately, these items were not remediated in 2004.

Two quotes to abate the ACM were received by Utility staff. The low quote for the appropriate work was \$4,800.00 as a lump sum. Staff are aware that work of this nature may occasionally uncover additional ACM that may need to be remediated at the time. Thus, staff are suggesting increasing the maximum requested amount by approximately 25%.



Staff recommends proceeding with plant asbestos abatement at a cost not to exceed \$6,000.00.



Neenah Water Utility

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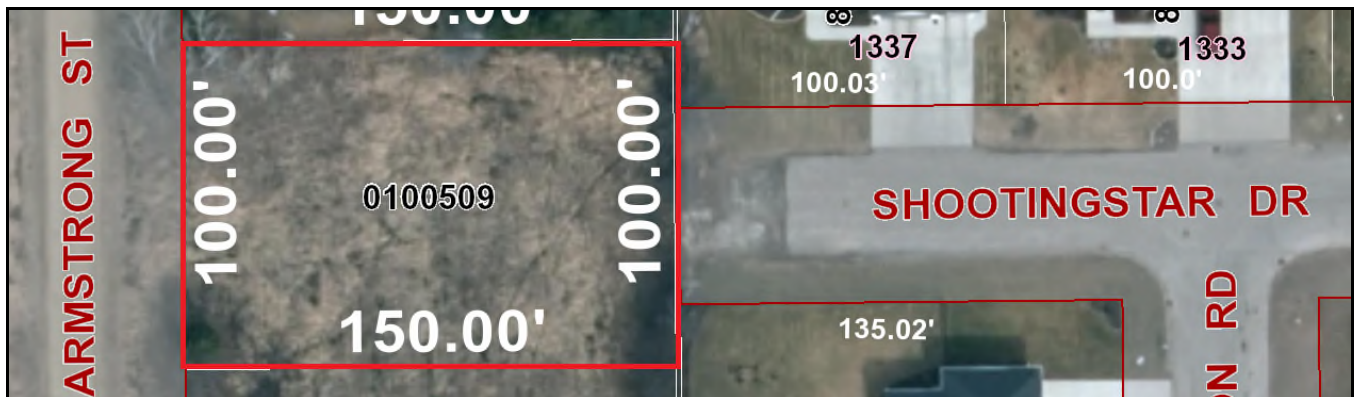
Anthony L. Mach

Director of Neenah Water Utility

MEMORANDUM

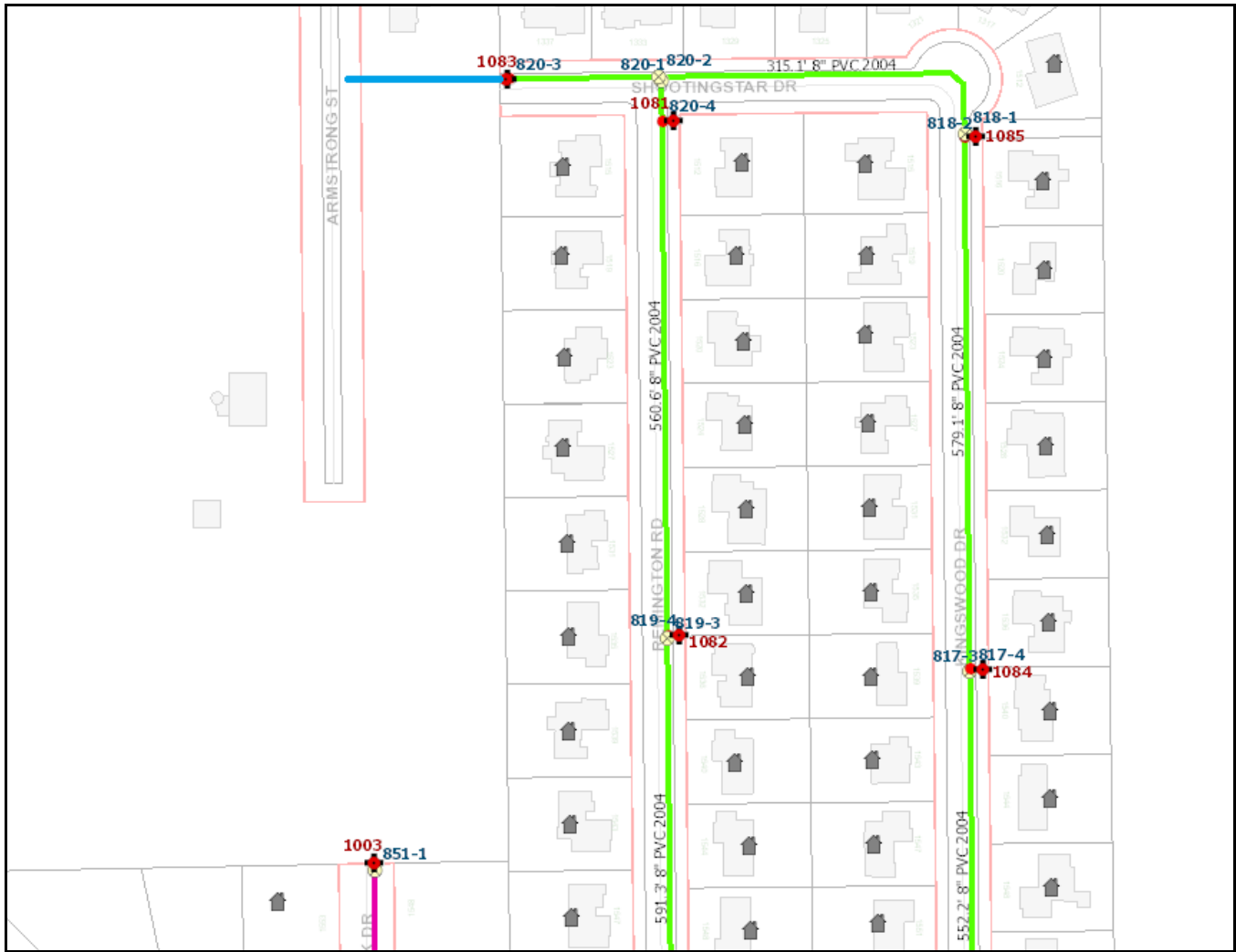
DATE: October 13, 2020
TO: Waterworks Commission
FROM: Anthony L. Mach
RE: Request to Extend Water Main Along Shootingstar Drive

The City of Neenah is the owner of Lot 0100509 in the Town of Neenah. If and when this lot is annexed to the City, it will be improved and used as an extension to Shootingstar Drive.



City-owned parcel highlighted in red

In order allow for future expansion and to assure water assets are in the ground before paving, staff are suggesting extending the water main along this section and relocating the hydrant on the corner of Shootingstar Drive and Armstrong Street.



Proposed water main extension shown in blue

Item	Quantity	Unit	Cost	Total
8" WM	180	LF	\$34.00	\$6,120.00
8" Valve	1	EA	\$1,600.00	\$1,600.00
1-1/4" SDR 9 Water Service	60	LF	\$15.00	\$900.00
1-1/4" Brass Set	2	EA	\$440.00	\$880.00
Relocate Hydrant	1	EA	\$1,500.00	\$1,500.00
Total Cost Estimate				\$11,000.00

Costs would be partially recovered in the future through a deferred assessment toward Town of Neenah parcels 0100508 and 0100510.

Staff recommends extending 8" water main and installing related appurtenances along the Shootingstar Drive extension west to the right of way of Armstrong Street.

**Director's Report
October 19, 2020**

1. The Water Loss Report is attached.
2. Pay estimate No. 3 for Contract 4-20, Water Main and Street Construction on Green Bay Road, Marathon Avenue and Tullar Road to Vinton Construction, Co Inc., Two Rivers, WI in the amount of \$268,092.10 for Water.
3. Lagoon update.
4. The next Water Commission Meeting is scheduled for November 16, 2020.

**NEENAH WATER UTILITY
PRODUCTION/UNBILLED WATER REPORT**

**THREE MONTH TOTALS
(1000 GALLONS)**

USAGE PERIOD	RAW WATER	FINISHED WATER	BILLED WATER	WATER LOSS ACCOUNTED	WATER LOSS UNACCOUNTED
CURRENT THREE MONTHS (Jun, Jul, Aug)	328,158	322,067	257,792	14,423	49,852
MOST RECENT THREE MONTHS (May, Jun, Jul)	307,388	301,117	231,528	16,411	53,178
1 YEAR AGO (Jun, Jul, Aug)	302,140	295,300	248,446	17,223	29,631

NOTES:

Raw water is the total amount of raw water withdrawn from Lake Winnebago / Fox River during the indicated period.

Finished water is the total amount of water entering the distribution system during the indicated period

Billed water is the total usage during the indicated period.

Water loss accounted includes internal plant usage, estimated loss from known main breaks and service leaks, and hydrant flushing.

Water loss unaccounted is calculated by subtracting the billed water and water loss accounted from the finished water.

**DAILY AVERAGE
(MGD)**

USAGE PERIOD	RAW WATER	FINISHED WATER
Aug, 2020	3.71	3.65
Jul, 2020	3.61	3.54
Jul, 2019	3.39	3.33

Pay To: Vinton Construction Company
1322 33rd Street
Two Rivers WI 54241

Contract No. Contract 4-20 Water Main and Street Construction
Green Bay Road, Tullar Road and Marathon Avenue

Water Work Order No: 444

Date: September 30, 2020

Estimate No. 3

Account Description	Current Payment	Contract Breakdown	Budget	Change Orders	Pd to Date
Water Main - Green Bay (Cecil to Fox Point)	\$268,092.10	\$287,667.00	\$236,000		\$0.00
Street - Green Bay (Cecil to Fox Point)	\$78,407.00	\$535,393.00	\$495,000		\$0.00
Sewer - Green Bay (Cecil to Fox Point)	\$3,048.64	\$7,800.00	\$150,000		\$0.00
Street - Tullar (Breezewood to Cecil)	\$14,612.77	\$355,702.00	\$350,000		\$309,529.66
Street - Marathon (Bell to Peckham)	\$16,525.79	\$50,775.00	\$175,000		\$27,675.45
	\$380,686.29	\$1,237,337.00	\$1,406,000	\$0.00	\$337,205.11

Prepared by Public Works Department September 30, 2020

Approved by Public Works Department September 30, 2020

Approved by Board of Public Works _____

Approved by Common Council _____
 (final payments only)

Approved by Water Commission _____
 (final payments only)

Sent to Finance _____

Number of Attachments 1

City of Neenah
Public Works Department
Contract Payment Form

Pay Estimate No. 3
 Vinton Construction Company, 1322 33rd Street, Two Rivers WI
 Water Main Construction and Street Construction
 Green Bay Road, Tullar Road and Marathon Avenue

DESCRIPTION	Unit Price	Original Bid		Estimate No. 2		Estimate No. 3	
		Quantity	Total	Quantity	Total	Quantity	Total
Water Main Green Bay Road							
1. Furnish & install 16-inch PVC C-900 water main	\$135.00	1,550 Lin. Ft.	\$209,250.00	0 Lin. Ft.	\$0.00	1,533 Lin. Ft.	\$206,955.00
2. Furnish & install 8-inch PVC C-900 water main	\$180.00	40 Lin. Ft.	\$7,200.00	0 Lin. Ft.	\$0.00	2 Lin. Ft.	\$360.00
3. Furnish & install 16-inch valve w/ box	\$6,864.00	2 Each	\$13,728.00	0 Each	\$0.00	2 Each	\$13,728.00
4. Furnish & install 8-inch valve w/ box	\$1,783.00	1 Each	\$1,783.00	0 Each	\$0.00	1 Each	\$1,783.00
5. Reconnect existing service to proposed water main	\$2,150.00	1 Each	\$2,150.00	0 Each	\$0.00	1 Each	\$2,150.00
6. Furnish & install 1-inch service brass set	\$1,270.00	1 Each	\$1,270.00	0 Each	\$0.00	0 Each	\$0.00
7. Furnish & install 1.25-inch service brass set	\$1,371.00	1 Each	\$1,371.00	0 Each	\$0.00	3 Each	\$4,113.00
8. Furnish & install 1.25-inch service brass set	\$1,864.00	1 Each	\$1,864.00	0 Each	\$0.00	4 Each	\$7,456.00
9. Furnish & install 1.25-inch PE water service in ROW	\$68.00	200 Lin. Ft.	\$13,600.00	0 Lin. Ft.	\$0.00	189 Lin. Ft.	\$12,852.00
10. Furnish & install 2-inch PE water service in ROW	\$68.00	200 Lin. Ft.	\$13,600.00	0 Lin. Ft.	\$0.00	185 Lin. Ft.	\$12,580.00
11. Furnish & install cathodic protection to water service	\$111.00	1 Each	\$111.00	0 Each	\$0.00	7 Each	\$777.00
12. Furnish & install service from ROW to house by pulling / directional drilling	\$38.00	100 Lin. Ft.	\$3,800.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
13. Water service connection to structure	\$400.00	2 Each	\$800.00	0 Each	\$0.00	0 Each	\$0.00
14. Water service extra hole (curb stop connection)	\$500.00	1 Each	\$500.00	0 Each	\$0.00	0 Each	\$0.00
15. Furnish & install hydrant, lead and valve	\$7,320.00	2 Each	\$14,640.00	0 Each	\$0.00	2 Each	\$14,640.00
16. Abandon hydrant	\$425.00	2 Each	\$850.00	0 Each	\$0.00	2 Each	\$850.00
17. Abandon Valve manhole	\$450.00	2 Each	\$900.00	0 Each	\$0.00	2 Each	\$900.00
18. Abandon Valve Box	\$250.00	1 Each	\$250.00	0 Each	\$0.00	2 Each	\$500.00
Green Bay Road Water Main Total			\$287,667.00		\$0.00		\$279,644.00
Sewer Green Bay Road							
1. pipeburst 6-inch sanitary sewer lateral	\$30.00	160 Lin. Ft.	\$4,800.00	0 Lin. Ft.	\$0.00	106 Lin. Ft.	\$3,180.00
2. adjust sewer manhole	\$300.00	2 Each	\$600.00	0 Each	\$0.00	0 Each	\$0.00
3. adjust sewer catch basin	\$300.00	8 Each	\$2,400.00	0 Each	\$0.00	0 Each	\$0.00
Green Bay Road Sewer Total			\$7,800.00		\$0.00		\$3,180.00
Street Green Bay Road							
1. Saw asphalt pavement	\$3.00	40 Lin. Ft.	\$120.00	0 Lin. Ft.	\$0.00	40 Lin. Ft.	\$120.00
2. Saw concrete pavement	\$3.00	300 Lin. Ft.	\$900.00	0 Lin. Ft.	\$0.00	300 Lin. Ft.	\$900.00
3. Remove concrete pavement	\$1.00	7,400 Sq. Yd.	\$7,400.00	0 Sq. Yd.	\$0.00	5,000 Sq. Yd.	\$5,000.00
4. Remove concrete curb and gutter	\$0.01	50 Lin. Ft.	\$0.50	0 Lin. Ft.	\$0.00	50 Lin. Ft.	\$0.50
5. Remove concrete sidewalk/driveway apron	\$0.50	5,000 Sq. Ft.	\$2,500.00	0 Sq. Ft.	\$0.00	3,000 Sq. Ft.	\$1,500.00
6. Unclassified Excavation	\$10.37	5,000 Cu. Yd.	\$51,850.00	0 Cu. Yd.	\$0.00	2,000 Cu. Yd.	\$20,740.00
7. Furnish and install geogrid	\$1.75	7,300 Sq. Yd.	\$12,775.00	0 Sq. Yd.	\$0.00	4,000 Sq. Yd.	\$7,000.00
8. Furnish and install crushed aggregate base	\$11.40	6,000 Ton	\$68,400.00	0 Ton	\$0.00	4,000 Ton	\$45,600.00
9. Furnish and install 9-inch concrete pavement	\$42.95	7,200 Sq. Yd.	\$309,240.00	0 Sq. Yd.	\$0.00	0 Sq. Yd.	\$0.00
10. Furnish and install 9-inch concrete pavement repair	\$65.00	200 Sq. Yd.	\$13,000.00	0 Sq. Yd.	\$0.00	0 Sq. Yd.	\$0.00
11. Furnish and install 4-inch concrete sidewalk	\$6.00	1,000 Sq. Ft.	\$6,000.00	0 Sq. Ft.	\$0.00	0 Sq. Ft.	\$0.00
12. Furnish and install 6-inch concrete sidewalk / driveway apron	\$5.55	500 Sq. Ft.	\$2,775.00	0 Sq. Ft.	\$0.00	0 Sq. Ft.	\$0.00
13. Furnish and install 8-inch concrete sidewalk / driveway apron	\$6.15	3,500 Sq. Ft.	\$21,525.00	0 Sq. Ft.	\$0.00	0 Sq. Ft.	\$0.00
14. Furnish and install concrete curb and gutter	\$35.00	50 Lin. Ft.	\$1,750.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
15. Furnish and install HMA pavement (4-inch)	\$65.65	50 Sq. Yd.	\$3,282.50	0 Sq. Yd.	\$0.00	0 Sq. Yd.	\$0.00
18. Terracing, fertilize, seed & hydromulch	\$7.35	2,500 Sq. Yd.	\$18,375.00	0 Sq. Yd.	\$0.00	0 Sq. Yd.	\$0.00
19. Install and Maintain Traffic Control	\$500.00	1 Lump Sum	\$500.00	0 Lump Sum	\$0.00	0.50 Lump Sum	\$250.00
20. C.O. Furnish, install, and maintain "Type C" inlet protection	\$75.00	0 Each	\$0.00	0 Each	\$0.00	9.00 Each	\$675.00
Green Bay Road Street Total			\$520,393.00		\$0.00		\$81,785.50
Street-Tullar Road and Marathon Avenue							
1. Diamond grind concrete pavement	\$7.67	22,500 Sq. Yd.	\$172,575.00	20,016.00 Sq. Yd.	\$153,522.72	20,016 Sq. Yd.	\$153,522.72
2. saw concrete pavement	\$2.00	1,000 Lin. Ft.	\$2,000.00	4,456.00 Lin. Ft.	\$8,912.00	4,456 Lin. Ft.	\$8,912.00
3. 8-inch concrete pavement repair (Full Depth)	\$61.60	750 Sq. Yd.	\$46,200.00	1,059.14 Sq. Yd.	\$65,243.02	1,059 Sq. Yd.	\$65,243.02
4. Furnish and install drilled dowel bar	\$12.00	500 Each	\$6,000.00	1,734 Each	\$20,808.00	1,734 Each	\$20,808.00
5. Furnish and install drilled tie bar	\$7.00	100 Each	\$700.00	235 Each	\$1,645.00	235 Each	\$1,645.00
7. Partial depth repair	\$45.00	1,500 Lin. Ft.	\$67,500.00	1,031.60 Lin. Ft.	\$46,422.00	1,032 Lin. Ft.	\$46,422.00
8. Full depth adjustment	\$60.00	300 Lin. Ft.	\$18,000.00	0.00 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
9. Adjust catch basin	\$300.00	1 Each	\$300.00	3.00 Each	\$900.00	3 Each	\$900.00
10. Clean and seal concrete pavement joints (Tullar Road)	\$1.50	30,000 Lin. Ft.	\$45,000.00	30,000.00 Lin. Ft.	\$45,000.00	37,567 Lin. Ft.	\$56,350.50
11. Furnish, Install, and Maintain Traffic control	\$12,500.00	1 L.S.	\$12,500.00	1.00 L.S.	\$12,500.00	1 L.S.	\$12,500.00
12. C.O. Remove Concrete Pavement	\$15.00	0 S.Y.	\$0.00	1,059.14 S.Y.	\$15,887.10	1,059 S.Y.	\$15,887.10
13. C.O. Furnish, install, and maintain "Type C" inlet protection	\$75.00	0 Each	\$0.00	0.00 Each	\$0.00	27 Each	\$2,025.00
Tullar Road & Marathon Avenue Street Total			\$370,775.00		\$354,952.74		\$384,215.34

DESCRIPTION	Unit Price	Original Bid		Estimate No. 2		Estimate No. 3	
		Quantity	Total	Quantity	Total	Quantity	Total
B. Epoxy Pavement Markings							
1 Long Line 4-Inch	\$0.56	11,533 Lin. Ft.	\$6,458.48	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
2 Long Line 6-Inch	\$0.65	13,936 Lin. Ft.	\$9,058.40	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
3 Long Line 8-Inch	\$2.00	594 Lin. Ft.	\$1,188.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
4 Stop Line 24-Inch	\$20.00	48 Lin. Ft.	\$960.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
5 Crosswalk 6-Inch	\$10.00	598 Lin. Ft.	\$5,980.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
6 Crosswalk 12-Inch	\$14.00	381 Lin. Ft.	\$5,334.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
7 Crosswalk 24-Inch	\$20.00	340 Lin. Ft.	\$6,800.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
8 Diagonal Line 8-Inch	\$12.00	35 Lin. Ft.	\$420.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
9 Diagonal Line 12-Inch	\$14.00	221 Lin. Ft.	\$3,094.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
10 Parking Stall Line 6-Inch	\$50.00	53 Lin. Ft.	\$2,650.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
11 Arrow, Type 2	\$200.00	23 Each	\$4,600.00	0 Each	\$0.00	0 Each	\$0.00
12 Arrow, Type 3	\$250.00	2 Each	\$500.00	0 Each	\$0.00	0 Each	\$0.00
13 Arrow, Type 3R	\$300.00	2 Each	\$600.00	0 Each	\$0.00	0 Each	\$0.00
14 Arrow, Bike Lane	\$90.00	17 Each	\$1,530.00	0 Each	\$0.00	0 Each	\$0.00
15 Symbol, Bike Lane	\$90.00	17 Each	\$1,530.00	0 Each	\$0.00	0 Each	\$0.00
16 Roundabout Line 18-Inch	\$20.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
17 Removal, 4-Inch Line	\$1.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
18 Removal, Special Marking	\$205.00	0 Each	\$0.00	0 Each	\$0.00	0 Each	\$0.00
Part 2.B. Pavement Markings Total			\$50,702.88		\$0.00		\$0.00
			\$1,237,337.88		\$354,952.74		\$748,824.84

NOTE (1): Retainage set per Wis. Statute 66.0901(9).

Retainage is 5% of the estimate until 50% of the work is completed.

At 50% completion, no additional amounts are retained.

For Final Estimates, there is no retainage.

C.O. 1	Work to date	\$354,952.74	Work to date	\$748,824.84
C.O. 2	Retainage ¹	\$17,747.64	Retainage ¹	\$30,933.45
C.O. 3	Due Contractor	\$337,205.11	Due Contractor	\$717,891.40
	Previously paid	\$230,628.77	Previously paid	\$337,205.11
	Due this estimate	\$106,576.34	Due this estimate	\$380,686.29

Respectfully submitted,



Gerry Kaiser, PE

Director of Public Works