

AGENDA

SPECIAL WATER COMMISSION MEETING AND STORM WATER CITIZEN ADVISORY BOARD MEETING

Monday, June 27, 2022

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 May 23, 2022 (Attachment)
2. Approve the Invoices for May 2022 (Attachment)
3. Appearances
4. Old Business/New Business
 - A. Request to Award Bid for the Replacement of the Tractor / Backhoe (Attachment)
 - B. Request to Approve Draft Private Well Regulation Ordinance, Approve Draft Cross-Connection Control Ordinance, and Repeal Cross Connections Prohibited Ordinance (Attachment)
 - C. Request to Update Private Well Permit Fee (Attachment)
 - D. Award Chemical Bid for Sodium Hypochlorite (Attachment)
 - E. Discussion and Possible Action for Training / Mentoring Stipend (Attachment)
 - F. Director's Report (Attachment)
 - G. Any Other Business That May Legally Come Before the Commission
 - H. 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 MEETING
Special Meeting – May 23, 2022
Hauser Room – City Hall**

Present: Commissioners: J. Lang, F. Lang, Schmeichel, Boyette, and Bauman; and Director Mach

Also Present: Director of Finance Easker and Deputy Director of Finance Kahl

Excused: None.

Vice President Schmeichel called the meeting to order at 4:35 p.m.

Approve Regular Meeting Minutes for April 18, 2022 – Following discussion, **M.S.C. Boyette/Bauman to approve the April 18, 2022 Regular Meeting Minutes.** All voting aye.

Approve the Invoices for April 2022 – Commissioners questioned charges and invoices from Central Temperature Equipment Service, Inc., Hawkins, Inc., Ascension Employer Solutions, Ferguson Waterworks, Inc., Hanna Instruments US, and Graymont Western Lime, Inc. Director Mach detailed the boiler refurbishments that have been completed in the last year. In line with this plan, the boilers above the old chemical room needed attention. This charge is for that work. The lime pump replacements are a CIP item for 2022. The budgeted amount for these replacements is \$45,000. Commissioners asked if the LPC-4 chemical pricing from Hawkins was referenced at the last WWC meeting. Director Mach noted that the pricing for Sodium Hypochlorite was in question as of the last meeting, but staff were able to hold the supplier to their 2022 pricing. LPC-4 from Hawkins (owing to its unique makeup and required approval process) is not sent out for bid. Ascension Employer Solutions provides DOT mandated drug testing. We utilize this service for new hires as well. The service locator from Ferguson Waterworks is a replacement for the unit that failed. The lab pH meter is a Hanna Instruments model. We replace the pH probe yearly (at a minimum) to ensure quality results. Lime deliveries from Graymont Western vary in quantity as usage is dependent upon amount of water produced and truck fill varies from load to load. The Plant receives approximately one load per week, on average.

Following discussion, **M.S.C. Boyette/Lang to approve the April 2022 invoices.** All voting aye.

Appearances – None.

Old Business/New Business

Election of Officers – Vice President Schmeichel opened the floor for nominations.

1. Commissioner Boyette nominated Commissioner Schmeichel as President. Commissioner F. Lang seconded the nomination. Commissioner Schmeichel accepted the nomination. There being no further nominations, Commissioner Schmeichel declared the nominations closed. **There were no objections to unanimous consent.**
2. Commissioner Schmeichel nominated Commissioner Bauman as Vice President. Commissioner Boyette seconded the nomination. Commissioner Bauman accepted the nomination. There being no further nominations, Commissioner Schmeichel declared the nominations closed. **There were no objections to unanimous consent.**

3. Commissioner Bauman nominated Commissioner F. Lang as Secretary. Commissioner Schmeichel seconded the nomination. Commissioner F. Lang accepted the nomination. There being no further nominations, Commissioner Schmeichel declared the nominations closed.
There were no objections to unanimous consent.

Annual Utility Audit Report – Jodi Dobson of Baker Tilly, LLP presented the audit and annual financial report to the Commission via remote audio connection. Highlights of the report include an increase in water sales from 2020 to 2021 and an increase in the overall rate of return and debt coverage in 2021. Monthly billings on hand remained steady year over year. As debt is paid, the percent of net plant funded by equity has increased to 87% in 2021 and the debt coverage is at 3.05. Commissioners questioned the “significant deficiency” statement in the audit report. Ms. Dobson noted that the City of Neenah does not have the necessary staff to prepare all final statements needed for the audit. As such, we rely on Baker Tilly to develop these statements. She noted that this is very common for cities of Neenah’s size and smaller and that only very large cities with a dedicated accounting staff of are able to provide these services. Ms. Dobson also noted that there were no entry adjustments needed in 2021. This is an indicator of the high level of reporting accuracy provided by the Finance Department. Commissioners asked Ms. Dobson why the current asset allocation for the Wisconsin Retirement System (WRS) Core Fund does not equal 100%. Ms. Dobson replied that this sheet is provided by WRS, but does not know why they report the allocation in this manner. Commissioners asked how the debt coverage is calculated. Ms. Dobson explained that the operating revenue less the operating expenses is compared to the outstanding debt. This ratio is reported as the debt coverage.

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

Financial Reports – Deputy Finance Director Kahl and Director Mach presented the Fourth Quarter of 2021 and First Quarter of 2022 Financial Reports. The Commission asked about the WRS pension asset and liability differences. Deputy Director Kahl explained that the net pension liability is now a net pension asset. This is due to the positive performance of the WRS. Commissioners asked if this was usable funding. Deputy Director Kahl indicated it is not usable, but only the Utility’s portion of the total WRS net position. Commissioners asked Deputy Director Kahl to explain the difference in cash year over year and the allocation of cash into longer term investments. Deputy Director Kahl explained the investment process and the reasoning for moving cash to investments. Notably, the investment returns are much better this year. Finally, Commissioners requested that the “City’s initial investment” reference be removed in the notes as this portion was paid off at an earlier date.

Following discussion, **M.S.C. Boyette/Bauman to accept and place on file End of Year Financial Report for 2021 and the First Quarter Financial Report for 2022.** All voting aye.

Director’s Report –

1. Water Loss Report – The estimated loss from the large leak in January is being reflected in the last two monthly reports.
2. Relief Operator Kurt Swedberg tendered his resignation effective April 29. The position opening has been posted.

**Waterworks Commission and Storm Water Citizens Advisory Board Special Meeting Minutes
May 23, 2022
Page 3 of 3**

3. The following change orders and pay estimates were approved at the May 10, 2022 Board of Public Works Meeting:
 - Change Order No.3, Contract 2-21, Sanitary Sewer, Water Main and Street Construction on Fairview Avenue and Laudan Boulevard to Carl Bowers & Sons Construction Company, Inc., Kaukauna, in the amount of \$12,224.67 for Water.
 - Final Pay Estimate for Contract 2-21, Sewer, Water Main and Street Construction, Fairview Avenue and Laudan Boulevard, to Carl Bowers & Sons Construction Company, Inc., Kaukauna, in the amount of \$163,386.75 for Water.
 - Pay Estimate No. 2, Contract 1-22, Sanitary, Storm and Water Main Construction, Apple Blossom Dr., Fredrick Dr., Green Acres Ln., Honeysuckle Ln., Meadow Ln., Primrose Ln., and Wild Rose Ln., to Kruczek Construction Inc., Green Bay, in the amount of \$695,226.79 for Water.
4. Solar installation update – The array generated 1,060 kWh month to month.
5. Private lead service line replacement funding update – Director Mach explained how the funding process is coming along. The majority of the required approvals are finished along with the forms needed. The concept of marrying this work with sanitary lateral replacements was discussed.
6. Intake inspection update – Staff are planning on having a contractor complete an intake cleaning and ROV/dive inspection late spring or early summer. Competitive quotes have been obtained and staff are choosing the most favorable quote.
7. Staff are in the process of developing specifications and bid documents for the replacement of the tractor / backhoe.
8. The next regular Waterworks Commission meeting is scheduled for June 20, 2022.

Following discussion, **M.S.C. F. Lang/Bauman to accept the Director’s Report and place on file.** All voting aye.

Any Other Business That May Legally Come Before the Commission – Director Mach asked to update the Commission on the total costs for the fencing and driveway upgrade at the plant. The original budgeted amount for the turnaround was \$100,000, but Commission action increased this amount by \$66,000 in order to address the aging yard lines. In order to upgrade the current fence and gates to a more contemporary design, an additional \$44,000 was reallocated from the North Gate Repaving and Fence Replacement CIP line. The final cost of the fencing and driveway upgrades was approximately \$193,550.

Adjournment – **M.S.C. Boyette/F. Lang to adjourn at 6:10 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach
Director, Neenah Water Utility

**WATER UTILITY CASH ACTIVITY
May 2022**

Cash Balance May 1, 2022		\$1,418,127
Cash Receipts		
Water Collection Receipts	520,308	
Other Water Receipts	18,201	
		538,509
Cash Distributions		
Check Register	975,283	
Debt Service Reserve	215,000	
Disbursements to the City	140,952	
		1,331,235
Cash Balance May 31, 2022		625,401

MAY DISBURSEMENTS TO THE CITY

Payroll		89,276
Payroll Benefits		43,707
Vehicle Fuel & Fluids		2,223
Vehicle Maintenance		1,221
Postage		556
Water Bills		1,134
IS/GIS Services		2,835
Total Disbursements to the City		140,952

REPLACEMENT FUND RESERVES AS OF MAY 2022

Sludge Lagoon		\$2,236,747
Vehicles		233,084
Painting Towers		453,495
Painting Hydrants		56,500
GAC Media Replacement		530,000
Pump Rehab		36,000
Total Replacement Fund Reserves		\$3,545,826

WATER UTILITY CHECK REGISTER

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description	Account Number
05/31/2022	415	U S BANK	05-15-22	143.99	GAN*WI NEWSPAPERS-CCC	ADVERTISING CONTRACT1-22W	Water	40004027706510
		U S BANK	05-15-22	93.00	TDS METROCOM	APR TDS PHONE	Water	40004017706430
		U S BANK	05-15-22	4.43	TDS METROCOM	APR TDS PHONE	Water	40004017706630
		U S BANK	05-15-22	44.29	TDS METROCOM	APR TDS PHONE	Water	40004017706650
		U S BANK	05-15-22	7.09	TDS METROCOM	APR TDS PHONE	Water	40004017709030
		U S BANK	05-15-22	9.45	TDS METROCOM	APR TDS PHONE	Water	40004017709210
05/31/2022	416	U S BANK	05-15-22	185.00	ADAM GRIESBACH PLUMBING &	BROKEN VALVE REPLACEMENT	Water	40004027706730
		U S BANK	05-15-22	2,625.15	AIRGAS USA, LLC	CARBON DIOXIDE	Water	40004017706410
		U S BANK	05-15-22	58.22	AMAZON.COM*138XD1FR1	INSPECTION BOOKS	Water	40004017706650
		U S BANK	05-15-22	801.98	AMZN MKTP US*1L5592NB1	DESKTOP	Water	40004017706430
		U S BANK	05-15-22	903.14	AMZN MKTP US*1L5592NB1	LAPTOP	Water	40004017706430
		U S BANK	05-15-22	108.72	AMZN MKTP US*1L5592NB1	TONER/CAR WASH	Water	40004017706430
		U S BANK	05-15-22	29.52	AMZN MKTP US*1Q0SQ4YC0	LEAK DETECTION TABLETS	Water	40004017706650
		U S BANK	05-15-22	57.99	AMZN MKTP US*1Q8G393L2	PRESSURE REGULATOR	Water	40004027706520
		U S BANK	05-15-22	135.00	CONGER TOYOTALIFT	FORKLIFT SERVICE/INSPECTI	Water	40004017706430
		U S BANK	05-15-22	1,260.00	CORE & MAIN - WI005	Q682663/16" WATER MAIN PA	Water	40004027706730
		U S BANK	05-15-22	1,461.73	CORE & MAIN - WI005	Q689329/BRASS OP NUT	Water	40004027706730
		U S BANK	05-15-22	7,649.37	CORE & MAIN - WI005	SERVICE PARTS	Water	40004027706750
		U S BANK	05-15-22	215.46	EBAY O*25-08618-14982	FLOW METER	Water	40004027706520
		U S BANK	05-15-22	750.00	FERGUSON ENT	LARGE METER TESTS	Water	40004017706630
		U S BANK	05-15-22	1,038.88	FERGUSON ENT	0356218/	Water	40004027706730

WATER UTILITY CHECK REGISTER

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description	Account Number
05/31/2022	416					BOLTS/GASKETS/ME		
		U S BANK	05-15-22	1,371.00	FERGUSON ENT	0356220/ 16" SOLID SLEEVE	Water	40004027706730
		U S BANK	05-15-22	12.02	GRAINGER	BANJO FITTING	Water	40004027706520
		U S BANK	05-15-22	119.05	GUENTHER SUPPLY, INC.	PIPE NIPPLES	Water	40004027706520
		U S BANK	05-15-22	1,008.72	GUENTHER SUPPLY, INC.	PVC & PIPE FITTINGS	Water	40004027706520
		U S BANK	05-15-22	117.53	GUENTHER SUPPLY, INC.	PVC PIPE ELBOWS	Water	40004027706520
		U S BANK	05-15-22	303.25	HAFEMEISTER MACHINE CORP	VALVE KEY MATERIAL	Water	40004027706730
		U S BANK	05-15-22	939.97	HAWKINS INC	AMMONIA HYDROXIDE	Water	40004017706410
		U S BANK	05-15-22	10.00	HAWKINS INC	ENVIRONMENTAL CHARGE	Water	40004017706410
		U S BANK	05-15-22	39.50	HAWKINS INC	FUEL CHARGE	Water	40004017706410
		U S BANK	05-15-22	1,339.80	HAWKINS INC	HYDROFLUOSILICIC ACID	Water	40004017706410
		U S BANK	05-15-22	2,160.18	HAWKINS INC	LPC-4	Water	40004017706410
		U S BANK	05-15-22	3,303.27	HAWKINS INC	SODIUM PERMANGANATE	Water	40004017706410
		U S BANK	05-15-22	6,530.80	KEMIRA WATER SOLUTIONS	FERRIC SULFATE	Water	40004017706410
		U S BANK	05-15-22	11.28	N&M AUTO SUPPLY	WIPER BLADES	Water	40004017709290
		U S BANK	05-15-22	739.32	NORTHERN LAKE SERVICE- IN	LAB TESTS	Water	40004017706420
		U S BANK	05-15-22	7.30	OPC MSC*SERVICE FEE 024	PROCESS FEE TRAINING	Water	40004017709270
		U S BANK	05-15-22	200.00	OPC*WISCONSIN RURAL WTR	CC SURVEY TRAINING	Water	40004017709270
		U S BANK	05-15-22	1,088.23	STARNA CELLS INC	UV REFERENCE CELLS	Water	40004017706420
		U S BANK	05-15-22	11.22	THE UPS STORE 2376	LAB SHIPPING	Water	40004017706430
		U S BANK	05-15-22	1,782.99	USA BLUE BOOK	LAB REAGENTS	Water	40004017706420

WATER UTILITY CHECK REGISTER

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description	Account Number
05/31/2022	416	U S BANK	05-15-22	99.00	WAL-MART #1982	APPLIANCE	Water	40004017706430
		U S BANK	05-15-22	-99.00	WAL-MART #1982 SE2	APPLIANCE RETURN	Water	40004017706430
		U S BANK	05-15-22	81.91	WAL-MART #2986	JCK STND/FILTER WRNCH/SUP	Water	40004027706520
		U S BANK	05-15-22	26.00	WI STATE HYGIENE LAB	LAB TEST	Water	40004017706420
		U S BANK	05-15-22	25.00	WISCONSIN AWWA	AWWA TRAINING MACH	Water	40004017709270
		U S BANK	05-15-22	44.50	4TE*CULLIGAN WATER CONDIT	LAB WATER	Water	40004017706420
05/31/2022	417	U S BANK	05-25-22	333.34	ENGINEERING CONSULTING S	DENSITY TESTS	Water	40000002070486
		U S BANK	05-25-22	333.33	ENGINEERING CONSULTING S	DENSITY TESTS	Water	40000002070489
		U S BANK	05-25-22	333.33	ENGINEERING CONSULTING S	DENSITY TESTS	Water	40000002070498
05/31/2022	418	U S BANK	05-25-22	62.98	AMZN MKTP US*136KQ4RLO	DOOR ROLLER/COUPLER	Water	40004017706650
		U S BANK	05-25-22	53.75	CINTAS CORP	DISTRIBUTION MATS/MOPS	Water	40004017706650
		U S BANK	05-25-22	53.75	CINTAS CORP	TREATMENT MATS/MOPS	Water	40004017706430
		U S BANK	05-25-22	894.00	CORE & MAIN - WI005	Q691482/SERVICE PARTS	Water	40004027706750
		U S BANK	05-25-22	149.58	CORE & MAIN - WI005	Q701329/METER FLANGE	Water	40004017706630
		U S BANK	05-25-22	143.03	CORE & MAIN - WI005	Q701490/METER FLANGE	Water	40004017706630
		U S BANK	05-25-22	141.75	EBAY O*06-08670-13124	PRESSURE RELIEF VALVES	Water	40004027706520
		U S BANK	05-25-22	1,192.00	FERGUSON ENT	0355664/CUT IN SLEEVES	Water	40004027706730
		U S BANK	05-25-22	340.00	FERGUSON ENT	0357818/ DECHLORINATION TA	Water	40004017706620
		U S BANK	05-25-22	67.95	GUENTHER SUPPLY, INC.	PIPE FITTINGS	Water	40004027706520

WATER UTILITY CHECK REGISTER

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description	Account Number
05/31/2022	418	U S BANK	05-25-22	277.20	GUENTHER SUPPLY, INC.	STEEL PIPE	Water	40004027706520
		U S BANK	05-25-22	383.40	GUENTHER SUPPLY, INC.	STRUT CHANNEL/PIPE FITTIN	Water	40004027706520
		U S BANK	05-25-22	1,554.47	IDEXX DISTRIBUTION INC	LAB REAGENTS	Water	40004017706420
		U S BANK	05-25-22	1,374.45	JOHNSON CONTROLS FIRE	ANNUAL F ALARM INSPECTION	Water	40004017706430
		U S BANK	05-25-22	6,620.70	KEMIRA WATER SOLUTIONS	FERRIC SULFATE	Water	40004017706410
		U S BANK	05-25-22	581.14	KUEHL ELECTRIC INC	ELECT WORK RAW PUMPING	Water	40004027706510
		U S BANK	05-25-22	17.02	MENARDS APPLETON WEST WI	ELECTRICAL BOXES/CLEAN SU	Water	40004027706520
		U S BANK	05-25-22	56.40	MORTON SAFETY, LLC	ELECTROLYTE DRINK MIX	Water	40004027706780
		U S BANK	05-25-22	99.80	NORTHERN LAKE SERVICE- IN	LAB TESTS	Water	40004017706420
		U S BANK	05-25-22	3,180.60	PACKER FASTENER	MARKING PAINT	Water	40004017706620
		U S BANK	05-25-22	-23.26	SUPERIOR CHEMICAL CORP	REFUND SALES TAX	Water	40004027706520
		U S BANK	05-25-22	23.26	SUPERIOR CHEMICAL CORP	SALES TAX	Water	40004027706520
		U S BANK	05-25-22	465.41	SUPERIOR CHEMICAL CORP	WEED KILLER/CLEANING SUPP	Water	40004027706520
		U S BANK	05-25-22	204.43	THE HOME DEPOT PRO	CLEANERS/SOAP/ TOILETRIES	Water	40004027706780
		U S BANK	05-25-22	66.23	USA BLUE BOOK	LAB RAGENTS	Water	40004017706420
		05/05/2022	54439	U S BANK	05-25-22	1,568.06	WERNER ELECTRIC - APPLETO	STRUT CHANNEL
U S BANK	05-25-22			199.00	ZORO TOOLS INC	POWERED GREASE GUN	Water	40004027706520
DIVERSIFIED BENEFIT SERVICES INC	352203			16.00	APR SERV FLEX SPENDING		Water	40004017709260

WATER UTILITY CHECK REGISTER

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description	Account Number
05/05/2022	54443	GRAYMONT WESTERN LIME INC	184399RI	3,417.76	HYDRATED LIME		Water	40004017706410
05/05/2022	54458	NORTHEAST ASPHALT INC	1794164	704.88	COLD PATCH		Water	40004027706730
		NORTHEAST ASPHALT INC	1794164	704.88	COLD PATCH		Water	40004027706750
05/12/2022	54491	DIVERSIFIED BENEFIT SERVICES INC	353343	74.80	MAY SERVICES-HRA		Water	40004017709260
05/12/2022	54494	GRAEF	120419	414.33	GIS MAIN THRU 4/2		Water	40004017709230
05/12/2022	54500	KRUCZEK CONSTRUCTION INC	CN1-22 PAY #2	4,784.20	WTR MAIN APPLE BLOSSOM DR		Water	40000002070498
		KRUCZEK CONSTRUCTION INC	CN1-22 PAY #2	276,135.55	WTR MAIN GREEN ACRES LN		Water	40000002070489
		KRUCZEK CONSTRUCTION INC	CN1-22 PAY #2	234,332.39	WTR MAIN HONEY SUCKLE LN		Water	40000002070490
		KRUCZEK CONSTRUCTION INC	CN1-22 PAY #2	62,930.38	WTR MAIN MEADOW LN		Water	40000002070487
		KRUCZEK CONSTRUCTION INC	CN1-22 PAY #2	54,208.90	WTR MAIN PRIMROSE LN		Water	40000002070491
		KRUCZEK CONSTRUCTION INC	CN1-22 PAY #2	62,835.38	WTR MAIN WILD ROSE LN		Water	40000002070488
05/12/2022	54505	MICHELS	427542	150.55	BACKFILL		Water	40004027706730
05/12/2022	54517	WE ENERGIES	70068362000001	2,072.75	MAR-APR DISTRIBUTION	ELECTRIC & HEAT	Water	40004017706650
		WE ENERGIES	70068362000001	344.92	MAR-APR METER SERVICE	ELECTRIC & HEAT	Water	40004017706630
		WE ENERGIES	70068362000001	10,652.72	MAR-APR PUMPING-ELECTRIC		Water	40004017706230
		WE ENERGIES	70068362000001	1,942.70	MAR-APR PUMPING-HEAT		Water	40004017706260
		WE ENERGIES	70068362000001	662.86	MAR-APR WATER TOWER	ELECTRIC	Water	40004017706610
		WE ENERGIES	70068362000001	5,066.47	MAR-APR WATER TREAT-HEAT		Water	40004017706420
		WE ENERGIES	70068362000001	4,097.20	MAR-APR WATER TREATMENT	ELECTRIC	Water	40004017706430
05/19/2022	54521	ALEXANDER CHEMICAL CORPORATION	53692	6,736.32	SODIUM HYPOCHLORITE		Water	40004017706410
05/19/2022	54526	BAKER TILLY US LLP	BT2034834	4,755.00	AUDIT SVCS THRU 3/30		Water	40004017709232

WATER UTILITY CHECK REGISTER

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description	Account Number
05/19/2022	54526	BAKER TILLY US LLP	BT2073588	5,090.00	AUDIT SVCS THRU 4/30		Water	40004017709232
05/19/2022	54541	GRAYMONT WESTERN LIME INC	184835RI	3,573.56	HYDRATED LIME		Water	40004017706410
		GRAYMONT WESTERN LIME INC	185324RI	3,978.64	HYDRATED LIME		Water	40004017706410
05/19/2022	54551	KRUEGER TRUE VALUE	139761	35.59	LATCH FOR TOOL DRAWERS	TAPE	Water	40004027706780
		KRUEGER TRUE VALUE	140019	93.54	VENT PIPING/TIN SNIPS		Water	40004027706520
		KRUEGER TRUE VALUE	140060	98.91	OUTLET BOXES/RECEPTACLES		Water	40004027706520
		KRUEGER TRUE VALUE	140124	65.20	GAS VALVE, SEALANT, TAPE		Water	40004027706520
		KRUEGER TRUE VALUE	140171	66.55	VENT PIPE/RTV		Water	40004027706520
05/19/2022	54554	MICHELS	427974	293.14	BACKFILL		Water	40000002070482
05/26/2022	54586	CARL BOWERS & SONS CONSTRUCTION CO	CN2-21 FINAL	1,500.00	CO#1 WATER MAIN FAIRVIEW		Water	40000002070465
		CARL BOWERS & SONS CONSTRUCTION CO	CN2-21 FINAL	5,362.33	CO#3 WATER MAIN FAIRVIEW		Water	40000002070465
		CARL BOWERS & SONS CONSTRUCTION CO	CN2-21 FINAL	6,862.33	CO#3 WATER MAIN LAUDAN		Water	40000002070472
		CARL BOWERS & SONS CONSTRUCTION CO	CN2-21 FINAL	2,124.40	SLUDGE LINE-FAIRVIEW		Water	40000002070466
		CARL BOWERS & SONS CONSTRUCTION CO	CN2-21 FINAL	9,120.88	WATER MAIN-FAIRVIEW		Water	40000002070465
		CARL BOWERS & SONS CONSTRUCTION CO	CN2-21 FINAL	38,344.18	WATER MAIN-LAUDAN		Water	40000002070472
		CARL BOWERS & SONS CONSTRUCTION CO	CN2-21 FINAL	100,072.63	WATER PLANT TURNAROUND		Water	40000002070475
05/26/2022	54599	MICHELS	428499	159.19	BACKFILL		Water	40004027706730
		MICHELS	428499	91.86	BACKFILL		Water	40004027706770
05/26/2022	54620	STRAND ASSOCIATES INC	182958	1,707.27	APR SERV-DIST. SYSTEM	FLOW MODEL UPDATE	Water	40004017709230
Overall - Total				975,283.49				



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: June 15, 2022
TO: Waterworks Commission
FROM: Anthony L. Mach
RE: Award Purchase of Tractor / Backhoe

Attached are bids for the replacement of the 2012 John Deere tractor/backhoe. The bids were offered as a base bid with an alternate bid to include trade-in for the existing tractor/backhoe. While the low alternative bid was offered by Miller-Bradford & Risberg, Inc., delivery of this model would not occur until very late 2022 or into 2023. The second lowest alternative bid was received by Service Motor Company. Service Motor has a suitable model in stock for immediate delivery. The current tractor/backhoe needs new tires and has developed a hydraulic leak. The estimated repair costs are higher than the difference between the two alternative bids. Thus, it is more financially advantageous to accept the alternative bid from Service Motors.

Staff recommends awarding the alternate bid for a total of \$93,915.00 to Service Motor Company of Dale, WI for a 2022 Case 580SN with F6 Breaker.

NEENAH WATER UTILITY

BID TABULATION: 2022 or 2023 Four Wheel Drive Loader/Backhoe with Extend-a-hoe and Hydraulic Breaker

DATE: June 14, 2022 1:00 p.m.

NAME	ADDRESS	VEHICLE TYPE/ MODEL YEAR	BASE BID	ALTERNATE BID	TRADE IN VALUE for 2012 JohnDeere 310 SK Loader/Backhoe
Brooks Tractor Inc	1031 Lawrence Drive DePere WI 54115	John Deere 310SL HL Backhoe Loader / 2023	\$148,900.00	\$106,900.00	\$42,000.00
Miller Bradford & Risberg	3203 French Road DePere WI	Case 580SN Backhoe Loader	\$134,000.00	\$91,000.00	\$43,000.00
Fabick Cat	600 Hansen Road Green Bay WI 54307	Cat 420 Backhoe Loader / 2023	\$134,300.00	\$94,300.00	\$40,000.00
Service Motor Company	W9614 State Road 96 Dale WI 54931	Case 580SN with F6 Breaker / 2022 in stock	\$143,915.00	\$93,915.00	\$50,000.00
Service Motor Company	W9614 State Road 96 Dale WI 54931	Case 580SN / 2023 need to order	\$155,915.00	\$105,915.00	\$50,000.00

** Award not official until approved at the June 27, 2022 Water Commission Meeting



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: January 31, 2022
TO: Waterworks Commission
FROM: Anthony L. Mach
RE: Approval of Draft Private Well Regulation Ordinance

Please find enclosed the second draft of the Private Well Regulation ordinance. The current *Well abandonment* ordinance (Sec. 21-134) is outdated as Neenah Water Utility has been in charge of maintaining the private well program and enforcing the provisions of NR812 for nearly five years.

Staff recommend approving the Draft Private Well Regulation ordinance (revised Sec. 21-134) and recommending said ordinance to the Common Council for codification.



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: January 31, 2022
TO: Waterworks Commission
FROM: Anthony L. Mach
RE: Approval of the Draft Cross-Connection Control Ordinance and Repeal of the Cross Connections Prohibited Ordinance

Please find enclosed the Draft Cross-Connection Control Ordinance and the request to repeal the Cross Connections Prohibited Ordinance. The current *Cross-Connection Control* ordinance (Sec. 17-27) as it exists does not adequately define a cross connection, required inspection frequencies, duties of the Utility, duties of the property owner, and containment. The current *Cross Connections Prohibited* ordinance (Sec. 21-133) should be repealed in its entirety as it incorrectly prohibits cross connections and contains redundant language.

Staff recommend approving the Draft Cross-Connection Control ordinance (Sec. 17-27) and repeal of the Cross Connections Prohibited Ordinance (Sec 21-133) and recommending said ordinance changes to the Common Council for codification.



211 Walnut Street
Neenah, WI 54956

AN ORDINANCE: By Waterworks Commission
Re: Repealing Neenah Municipal Code, Sec. 21-133
and Amending Neenah Municipal Code, Sec. 17-27
Cross-connection Control and Sec. 21-134 Well
Abandonment.

ORDINANCE NO. 2022-02
Introduced: _____
Committee/Commission Action: _____

AN ORDINANCE

The Common Council of the City of Neenah, Wisconsin, do ordain as follows:

Section 1. Section 21-133 of the Code of Ordinances of the City of Neenah is repealed in its entirety.

~~Sec. 21-133. -- Cross connections prohibited.~~

- ~~(a) A cross connection shall be defined as any physical connection or arrangement between two otherwise separate systems, one of which contains potable water from the City water system, and the other, water from a private source, water of unknown or questionable safety, or steam, gases, or chemicals, whereby there may be a flow from one system to the other, the direction of flow depending on the pressure differential between the two systems.~~
- ~~(b) No person, firm or corporation shall establish or permit to be established or maintain or permit to be maintained any cross connection. No interconnection shall be established whereby potable water from a private, auxiliary or emergency water supply other than the regular public water supply of the City may enter the supply or distribution system of said municipality, unless such private, auxiliary or emergency water supply and the method of connection and use of such supply shall have been approved by the City Plumbing Inspector and by the State agency having jurisdiction.~~
- ~~(c) It shall be the duty of the City Plumbing Inspector to cause inspections to be made of all properties served by the public water system where cross connections with the public water system is deemed possible. The frequency of inspections and reinspections based on potential health hazards involved shall be as established by the Plumbing Inspector and as approved by the Wisconsin Department of Natural Resources.~~
- ~~(d) Upon presentation of credentials, the representative of the City Inspection Department shall have the right to request entry at any reasonable time to examine any property served by a connection to the public water system of the City for cross connections. If entry is refused, such representative shall obtain a special inspection warrant under Wis. Stats. § 66.0119. On request the owner, lessee or occupant of any property so served shall furnish to the inspection agency any pertinent information regarding the piping system or systems on such property.~~
- ~~(e) The City Water Department is hereby authorized and directed to discontinue water service to any property wherein any connection in violation of this article exists, and to take such other precautionary measures deemed necessary to eliminate any danger of contamination of the~~

~~public water system. Water service shall be discontinued only after reasonable notice and opportunity for hearing under Wis. Stats. ch. 68, except as provided by law or ordinance. Water service to such property shall not be restored until the cross-connection(s) has been eliminated in compliance with the provisions of this article.~~

~~(f) If it is determined by the Plumbing Inspector that a cross-connection or an emergency endangers public health, safety or welfare and requires immediate action, and a written finding to that effect is filed with the City Clerk and delivered to the customer's premises, service may be immediately discontinued. The customer shall have an opportunity for hearing under Wis. Stats. ch. 68, within ten days of such emergency discontinuance.~~

Section 2. Section 17-27 of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

Sec. 17-27. - Cross-connection control.

(a) *Purpose.* In order to protect the water supply system, the water supplier for every municipal water system shall develop and implement a comprehensive cross connection control program for the elimination of all existing unprotected cross-connections and prevention of all future un-protected cross connections to the last flowing tap or end-use device pursuant to Wis. Admin. Code. § NR 810.15. ~~The purpose of this section is to protect the potable drinking water supply from the possibility of contamination by isolating such contaminants that could backflow into the potable water system; and to promote the elimination or control of existing or potential cross-connections between the potable water system and a non-potable system; and to provide for the maintenance of a continuing program of cross-connection control that will systematically and effectively prevent the contamination of the potable drinking water supply.~~

(b) *Definitions.*

Assembly. A testable backflow preventer which is registered with the State of Wisconsin. Examples of common assemblies include a reduced pressure principle backflow preventer (RPZ), double-check valve assembly (DC), and a pressure vacuum breaker (PVB).

Backflow. The undesirable reversal of flow into a potable water distribution system as a result of a cross-connection.

Back-siphonage. The siphoning of contaminants from a non-potable source into a potable source which can occur due to a loss of pressure in the municipal water system such as during a fire emergency, a water main break, or a system repair.

Backpressure. The forcing of contaminants into a potable source when a source of pressure, such as a boiler, creates a water pressure greater than the pressure supplied from the municipal water system.

Backflow preventer. prevention device. An assembly, device, or method ~~or means~~ designed to prevent backflow. ~~Assemblies may include an air-gap, reduced pressure principle backflow preventer, double-check valve, vacuum breaker, and other assemblies.~~

Contamination. An impairment of a potable water supply by the introduction or admission of any foreign substance that degrades the quality of the potable water system and/or creates a health hazard.

Cross-connection. A connection between any part of the potable water system and any other environment containing any substances (gases, liquids, or solids) that may contaminate the potable water system.

Device. A non-testable backflow preventer. Examples of common devices include an atmospheric vacuum breaker (AVB), dual check valve with intermediate vent, and a handheld shower backflow preventer.

Method. A means of protecting a cross-connection without using an assembly or device. The most common *method* is an air-gap.

Neenah Water Utility (the "Utility"). A division of the City of Neenah. ~~Department of Public Works and Utilities.~~

Non-potable water. Water that is not safe for human consumption.

Potable water. Water that is safe for human consumption as determined by the public health authority having jurisdiction.

- (c) *Unprotected Cross-connections prohibited.* No person, firm, or corporation shall establish, ~~or~~ permit to be established, or maintain ~~or permit to be maintained~~ any unprotected cross-connection. No interconnection shall be established whereby non-potable water, or potable water from a private, auxiliary, or emergency water supply may enter the City ~~potable municipal~~ water supply or distribution system. ~~unless such private, auxiliary, or emergency supply and the method of connection and the use of such supply shall have been approved by the Director of Public Works and Utilities and by the Wisconsin Department of Natural Resources in accordance with NR 810.15(2).~~ No interconnection shall be established or maintained between a private well supply and the City municipal water supply.
- (d) *Inspections.* It shall be the duty of the Utility to cause inspections to be made of all properties served by the public water system. Suitable notifications shall be provided to the owner or management company on record for all affected properties. Residential properties will receive a notification of the requirements of this section in conjunction with the notification of the meter exchange requirements. Commercial, Industrial, and Public Authority properties will receive notifications beginning on or before the year that inspections are due. Residential single-family and duplex ~~Properties with one-inch water meters or smaller, serviced by the Utility,~~ properties shall be inspected on a ten-year interval in conjunction with the water meter exchange. In lieu of a full cross-connection control inspection, the Utility may elect to perform a partial inspection and provide educational materials regarding the hazards of cross connections during the survey and a minimum of once every three years. Commercial properties may follow the same schedule as residential properties if, in the opinion of the Utility Director or Utility Distribution Manager, the property presents a similar or lesser risk as compared to a residential property. All other properties shall be inspected a minimum of once every two years, beginning on January 1 of every odd numbered year. ~~on a two-year interval.~~ The Utility may, but is not required to, perform the cross-connection inspections of ~~the~~ any properties within the City. If, in the opinion of the Utility, the Utility is not able to perform the inspection, the property owner must, at their own expense, have their property ~~plumbing~~ inspected for cross-connections. All inspections shall include examining and documenting every device, assembly, and method present which is used to control cross-connections, any corrections which have been made in order to bring the building into compliance, and a compliance statement which certifies that the plumbing meets all cross-connection control requirements of the State of Wisconsin Plumbing Code. ~~The Utility shall charge fees equal to the reconnection fees in the Utility Rate File as approved by the Public Service Commission of Wisconsin for on-premises follow-up visits by Utility personnel for re-inspection due to customer noncompliance and for after-hours inspections and re-inspections.~~
- (e) *Right of entry.* Upon presentation of credentials, representatives of the Utility shall have the right to request entry at any reasonable time to examine any property served by a connection to the public water system of the Utility, for cross-connections. If entry is refused, such representatives shall obtain a special inspection warrant under Wis. Stats. ~~ch.~~ 66.0119. ~~The Utility shall charge the property owner a fee for refusal to allow entry to examine the property. The fee shall be equal to the reconnection fees in the Utility Rate File as approved by the Public Service Commission of Wisconsin.~~ Upon request, the owner, ~~lessee, or occupant~~ of any property so served shall furnish to the inspection agent any pertinent information regarding the piping system on the property.
- (f) *Authority to discontinue service.* The Utility may discontinue water service to any property wherein any connection in violation of this section exists, and take other precautionary measures deemed necessary to eliminate any danger of contamination of the public water supply. Water service may be discontinued after reasonable notice. ~~and opportunity for hearing under Wis. Stats. ch. 68. Except as provided in subsection (g) of this section.~~ The owner, ~~lessee, or occupant~~ shall have an opportunity for a hearing under Wis. Stats. ch. 68 within ten days of disputing such discontinuance. Such hearing shall be before the City of Neenah Waterworks Commission and shall conform to all existing due process requirements. Water service to such properties shall not be restored until ~~the~~ all unprotected

cross-connections~~(s)~~ have ~~has~~ been eliminated or ~~a~~ appropriate backflow preventers have prevention device approved by the Utility has been installed in compliance with the provisions of this section. The Utility shall charge a reconnection fee as included in the rate file approved by the Public Service Commission of Wisconsin for the reconnection of the water service.

- (g) *Emergency discontinuance of service.* If it is determined by the Utility that a hazardous cross-connection or an emergency endangers public health, safety, or welfare and requires immediate action, water service may shall be immediately discontinued. The owner, ~~lessee, or occupant~~ shall have an opportunity for a hearing under Wis. Stats. ch. 68 within ten days of disputing such emergency discontinuance. Such hearing shall be before the City of Neenah Water Commission and shall conform to all existing due process requirements. Water service to such properties shall not be restored until all unprotected cross-connections have been eliminated or appropriate backflow preventers have been installed in compliance with the provisions of this section. The Utility shall charge a reconnection fee as included in the rate file approved by the Public Service Commission of Wisconsin for the reconnection of the water service.
- (h) *Owner responsibility.* The property owner shall be responsible for the elimination of or the protection from of all cross-connections on their premises property. The owner shall, at their expense, have installed, maintained, and tested any and all backflow preventers on their premises property in compliance with Wis. Admin. Code § NR 810.15, and § SPS 382. The property owner shall have corrected any malfunction revealed by periodic testing of any backflow prevention device assembly on their premises property. The property owner shall inform the Utility of any proposed or modified cross-connections and also any existing cross-connections that are not protected by an approved backflow prevention device. The property owner shall not install a by-pass around any backflow prevention device assembly unless there is a backflow prevention device assembly of the same type on the by-pass. Property owners who cannot shut down operation for testing of the any backflow prevention device assemblies must supply any additional devices assemblies necessary to allow the testing to occur. ~~In the event the property owner installs plumbing upstream of the backflow prevention device, such plumbing must have its own backflow prevention device.~~ The property owner shall follow the protection practices described in the latest edition of the American Water Works Association publication AWWA M14 entitled "Recommended Practices For Backflow Prevention and Cross-connection Control", Wis. Admin. Code SPS 382 unless the Utility requires or authorizes other means of protecting the public water system.
- ~~(i) *Additional protection.* In the case of a premises having (a) internal cross-connections that cannot be permanently corrected or controlled, (b) intricate plumbing and piping arrangements, or (c) where entry to all portions of the premises is not accessible for inspection purposes, making it impracticable or impossible to ascertain whether or not dangerous cross-connections exist, the public water system shall be protected against backflow from the premises by installing an approved backflow prevention device in the water service line. In the case of any premises where there is any material dangerous to health, or any toxic substance, that is handled in such a manner that, in the opinion of the Utility, could create an actual or potential hazard to the public water system, the public water system shall be protected by an approved backflow prevention device.~~
- (i) *Containment.* Per Wis. Admin. Code SPS 382.14(3)(c), sewerage treatment facilities, marinas, wharfs, and docks are required to have a reduced pressure principle backflow preventer (RPZ) installed at the water service point of entry. The installation of a containment assembly in the water service point shall not alleviate the requirement to provide cross connection control for the connection of each plumbing fixture, piece of equipment, appliance or other piping system.
- (j) *Other regulatory codes.* Wis. Admin. Code SPS 382.41 is hereby adopted, except any penalty provisions. Wis. Admin. Code NR 810.15 is hereby adopted.

Section 3. Section 21-134 of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

Sec. 21-134. ~~Well abandonment.~~ Private well regulation.

- (a) *Purpose.* ~~To prevent contamination of ground water and to protect public health, safety and welfare, all unused, unsafe or noncomplying wells or wells, which may serve as conduits for contamination or wells which may be illegally cross connected to the municipal water system shall be properly abandoned.~~ Pursuant to Wis. Admin. Code. § NR 810.16, water suppliers shall implement a program for the regulation of wells which are not part of the municipal water system and are located on premises served by the municipal water system. Regulation is required to prevent unused, unsafe, and noncomplying wells from acting as vertical conduits for aquifer contamination or as sources of unsafe water that could enter the public water system through cross connections.
- (b) *Applicability.* This article applies to all wells located within the corporate limits of the City.
- (c) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Neenah Water Utility (the "Utility"). A division of the City of Neenah.

Noncomplying means a well or pump installation, which does not comply with the current and most recent provisions of Wis. Admin. Code NR ch. 812 and other applicable State standards.

Well permit cycle means the five calendar year cycle beginning on October 31 of the calendar year 2022 and ending October 31 of the calendar year 2027. Subsequent cycles shall begin and end five years after these dates, respectively. All new permits obtained within any well permit cycle expire at the end of the cycle. Permit renewals obtained at any time between January 1 and October 31 of the end of the cycle year shall be valid until the end of the following cycle.

Well permit fee is the fee for a private well permit established by the Neenah Waterworks Commission.

Pump installation means the pump and related equipment used for withdrawing water from a well including the discharge piping, the underground connections, pitless adapters, pressure tanks, pits, sampling faucets and well seals or caps.

Unsafe means a well or pump installation which produces water which is bacteriologically contaminated or contaminated with substances which exceed the standards of Wis. Admin. Code NR chs. 140 and 809 or for which a health advisory has been issued by the Department of Natural Resources.

Unused means a well or pump installation that is abandoned, not in use on a regular basis, or one which does not have a functional pumping system.

Well abandonment means the filling and sealing of a well according to Wis. Admin. Code NR ch. 812.

- (d) *Abandonment required.* All wells located on premises capable of being serviced by the municipal water system shall be abandoned in accordance with the terms of this article and Wis. Admin. Code NR ch. 812 by September 1, 1992, ~~or~~ no later than one year from the date of connection to the municipal water system, ~~or no later than one year from the date of discovery or construction of a well,~~ whichever occurs last, unless a well operation ~~license permit~~ has been obtained by the well owner from the ~~City Utility~~.
- (e) *Well operation ~~license permit~~ and renewals.* The ~~City Utility~~ may grant a ~~license permit~~ to a private well owner to operate a well for a period not to exceed five years, providing all ~~the~~ conditions of this section are met. ~~An owner may request a well operation license by submitting information verifying that the conditions of this section are met.~~ Inspection, testing, and certification that the well and pump installation meets all the conditions of this section shall be ~~done~~ completed by a State of Wisconsin licensed well driller or pump installer at the applicant's expense. ~~License Permit~~ applications and renewals shall be made on forms provided by the ~~City Utility~~. Each well located on a property is required to have a separate permit. The well operation permit is transferrable in the event the property is sold. Upon sale or transference of a property, the new owner is required to contact the Utility and update owner information for the permit within 90 days.

The following conditions shall be met for issuance or renewal of a well operation ~~license~~ permit:

- (1) The well and pump installation meets or ~~are~~ is upgraded to meet the current requirements of Wis. Admin. Code NR ch. 812. A completed NR 812 Compliance Report (Form 3300-305) must be submitted to the Utility.
- (2) The well construction and pump installation have a history of producing bacteriologically safe water as evidenced by at least two samplings taken a minimum of two weeks apart and tested for any presence of total coliform bacteria and E.coli at a certified laboratory. Reasonable accommodations can be requested in order to allow time for remediation of a well that fails bacteriological testing. ~~No exception to this condition may be made for unsafe wells, unless the Department of Natural Resources approves, in writing, the continued use of the well.~~
- (3) There are no cross connections between the well and pump installation and the municipal water system.
- (4) The well and pump installation is operable and in present use for non-potable purposes only.
- (5) No water or any other substances from any private well are allowed to discharge into any conveyance or drain leading directly or indirectly into a public sewer unless properly metered and authorized in writing by the sewer utility.
- (6) The well permit fee accompanies the fully completed well operation permit application or renewal.
- (7) All required documentation and the well permit fee must be received and processed by the Utility.

The process of renewing a valid well operation permit must be completed between January 1 and October 31 of the end of the well permit cycle. Failure to request a renewal of a valid well operation permit within this period will result in expiration of the permit at the end of the cycle, and the issuance of a notice of violation by the Utility.

Any well operation permit issued in accordance with the provisions of this section shall be revoked immediately by the Utility upon notice to the Utility that any of the following have occurred:

- (1) The owner of the well has refused access to a property for testing or inspection; or has failed to follow an order of the Utility in regard to testing or inspection.
- (2) Any cross connection between the well and pump installation and the municipal water system is created or discovered.
- (3) Any discharge to the public sewer without metering and prior authorization of the sewer utility is discovered.

(f) *Abandonment.*

- (1) All wells abandoned under the jurisdiction of this article or rule shall be abandoned by a licensed well driller or pump installer according to the procedures and methods in Wis. Admin. Code NR ch. 812. All debris, pump, piping, unsealed liners and any other obstructions, which may interfere with sealing operations shall be removed prior to abandonment.
- ~~(2) The owner of the well or the owner's agent shall obtain a well abandonment permit before abandonment is started. The Plumbing Inspector shall be notified at least 48 hours prior to commencement of any well abandonment activities. The abandonment of the well shall be observed by the Plumbing Inspector.~~
- ~~(3)~~(2) An abandonment report form, The Utility shall be notified within 30 days after submission of the completed well filling and sealing report to ~~supplied by~~ the Department of Natural Resources, shall be submitted by the well owner to the Plumbing Inspector and the Department of Natural Resources within ten days of the completion of the well abandonment.

- (g) *Enforcement and penalties.* In addition to any forfeitures imposed under Section 1-~~7~~20 of this Municipal Code, if any person fails to comply with a well abandonment order for more than ~~ten~~ 20 days after receiving written notice of a violation, the City Utility reserves the right to discontinue municipal water service for noncompliance. Reconnection of municipal water service will only be completed after any required inspections are complete and the penalties and reconnection charges are paid. In addition, the Utility may cause the well abandonment to be performed and the expense charged as a special tax against the property. Forced well abandonment may occur no sooner than 30 days after the giving of notice and an opportunity for hearing before the Waterworks Commission under Wis. Stats ch. 68.

Severability. In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

Section 4. Repeal and Effective Date. All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Moved by: _____
Adopted: _____
Approved: _____
Published: _____

Approved:

Jane B. Lang Mayor

Attest:

Charlotte K. Nagel, City Clerk

THIS INSTRUMENT WAS DRAFTED BY:
City Attorney Adam J. Westbrook
211 Walnut Street
Neenah, WI 54956
State Bar No. 1098561



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: December 1, 2021
TO: Waterworks Commission
FROM: Anthony L. Mach
RE: Request to Update Private Well Permit Fee

Staff have reviewed the existing fee for permitting a private well within the City in order to make sure the fee adequately covers the cost of mailing, administration, record-keeping, and enforcement. The current fee is \$25 per permit. Increasing the fee to \$50 per permit will allow the Utility to better recoup costs to maintain this program.

Staff recommend increasing the private well permit fee from \$25 to \$50.



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: June 22, 2022
TO: Waterworks Commission
FROM: Anthony L. Mach
RE: Award Chemical Bid for Sodium Hypochlorite

Per previous communication, due to supply scarcity and escalating raw materials pricing, Alexander Chemical has refused to honor their bid for Sodium Hypochlorite as of July 1, 2022. Chemical Consortium members have decided to re-bid in order to secure pricing for three months beginning on July 1, 2022.

Bids for this chemical are due Friday, June 24, 2022. As such, these bids will be presented as a handout for the June 27, 2022 WWC meeting.

Staff recommends awarding the 2022 Chemical Bid for Sodium Hypochlorite as indicated in the handout to be distributed at the June 27, 2022 WWC meeting.



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: June 23, 2022

TO: Waterworks Commission

FROM: Anthony L. Mach

RE: Discussion and Possible Action for Training / Mentoring Stipend

We estimate that approximately six months is needed to fully train a new employee on plant operational duties and approximately one year to allow for the operator to be able to make solid operational decisions. The first two to four weeks of intensive one-on-one training is critical to developing the skill set needed to succeed in this utility.

I am proposing that we have a discussion regarding a mentoring program and possibly providing for a stipend to reward those experienced operators who “step-up” to perform mentoring.

Director's Report
June 27, 2022

1. Water Loss Report.
2. Julie Rosenau, our long-time Billing Clerk has tendered her resignation effective June 14, 2022. Julie was an incredible asset to the City and the Water Utility and staff wish her the best in her future endeavors.
3. The following awards, change orders, and pay requests were approved at the June 9, 2022 Board of Public Works meeting:
 - Contract 8-22 HMA Pavement Repair was awarded to Northeast Asphalt, Inc. of Greenville, WI. Calculated amounts for Water are \$2,111.11 for Services and \$30,455.56 for Mains.
 - Pay Request No. 2 for Contract 2-22, Sanitary, Water Services, and Street Construction on Grove Street and Dieckhoff Street to Donald Hietpas & Sons, Inc., Little Chute, WI in the amount of \$12,238.85 for services on Dieckhoff Street and \$19,852.15 for services on Grove Street.
4. The following awards, change orders, and pay requests were approved at the June 15, 2022 Board of Public Works meeting:
 - Pay Request No. 3 for Contract 1-22, Sanitary, Water Main and Street Construction on Apple Blossom Dr., Fredrick Dr., Green Acres Ln., Honeysuckle Ln., Meadow Ln., Primrose Ln., and Wild Rose Ln., to Kruczek Construction, Inc., Green Bay, WI in the amount of \$327,459.45 for Water.
5. Solar installation update.
6. Private lead service line replacement funding update.
7. Staff are in the process of developing specifications and bid documents for the replacement of the leak truck.
8. The next regular Waterworks Commission meeting is scheduled for July 18, 2022.

**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	% WATER LOSS UNACCOUNTED
CURRENT THREE MONTHS (Feb, Mar, Apr)	283,590	274,600	208,350	16,313	49,937	18.19%
MOST RECENT THREE MONTHS (Jan, Feb, Mar)	303,580	293,240	206,142	67,364	19,734	6.73%
1 YEAR AGO (Feb, Mar, Apr)	285,830	279,310	213,836	46,070	19,404	6.95%

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
Apr, 2022	3.20	3.10
Mar, 2022	3.18	3.09
Mar, 2021	3.22	3.16

8-22 HMA Pavement Repairs, City of Neenah (#8178215)

Owner: Neenah WI, City of

Solicitor: Neenah WI, City of

06/01/2022 09:00 AM CDT

Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Engineer Estimate		Northeast Asphalt, Inc.		MCC, Inc.	
						Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Miscellaneous Repairs							\$91,950.00		\$94,268.00		\$118,102.50
	1	101	Unclassified excav. (var. loc.)	Cu. Yd.	20	\$50.00	\$1,000.00	\$54.30	\$1,086.00	\$135.00	\$2,700.00
	2	102	Crushed aggregate base course	Ton	40	\$30.00	\$1,200.00	\$35.55	\$1,422.00	\$98.00	\$3,920.00
	3	103	HMA Pavement Repair	Ton	250	\$175.00	\$43,750.00	\$175.20	\$43,800.00	\$199.25	\$49,812.50
	4	104	Street repair preparation	Sq. Yd.	1000	\$30.00	\$30,000.00	\$27.55	\$27,550.00	\$33.50	\$33,500.00
	5	105	Adjust Manhole (w/ Slurry backfill)	Each	8	\$750.00	\$6,000.00	\$1,105.00	\$8,840.00	\$1,465.00	\$11,720.00
	6	106	Traffic control	L.S.	1	\$10,000.00	\$10,000.00	\$11,570.00	\$11,570.00	\$16,450.00	\$16,450.00
Base Bid Total:							\$91,950.00		\$94,268.00		\$118,102.50

**City of Neenah
Department of Public Works
Contractor Request for Payment**

Contractor Name: Donald Hietpas & Sons, Inc.		Contract No.	2-22
Address 1450 E North Ave		Contract Amount	\$789,997.50
City Little Chute WI 54140			
Name of Project	Sanitary, Water Services and Street Construction		
Location of Project	Dieckhoff Street & Grove Street		
Pay Request No.	2	For Period	May 1, 2022 through May 31, 2022

CONTRACT SUMMARY

Original Contract Amount	\$789,997.50
Net Amount of Change Order	\$0.00
Adjusted Contract Amount	<u>\$789,997.50</u>

WORK PERFORMED TO DATE

Work Performed to Date	\$360,306.35
Less Retainage of 5%. If different indicate here	\$18,015.32
Net Amount Earned to Date	\$342,291.03
Less Previous Payments	\$179,892.14

BALANCE DUE THIS PAYMENT

\$162,398.89

CONTRACT BREAKOUT

	Account Numbers	Budget Total	Contract Breakdown	Due This Estimate	Paid to Date
Sanitary Sewer-Grove St.	046-5051-743-0236	\$480,000.00	\$317,180.00	\$59,292.54	\$179,892.14
Storm Sewer - Grove St.	049-5273-743-0236	\$170,000.00	\$67,199.00	\$55,760.73	\$0.00
Street Construction - Dieckhoff St./Grove St.	012-4323-743-0236	\$400,000.00	\$349,919.50	\$15,254.63	\$0.00
Water Services - Dieckhoff St.	400-0000-207-0485	\$20,800.00	\$15,863.00	\$12,238.85	\$0.00
Water Services - Grove St.	400-0000-207-0484	\$74,700.00	\$39,836.00	\$19,852.15	\$0.00
		<u>\$1,145,500.00</u>	<u>\$789,997.50</u>	<u>\$162,398.89</u>	<u>\$179,892.14</u>

CERTIFICATION OF CONTRACTOR:

I certify that the foregoing is just and correct and the amount claimed is legally due after showing all just credits

Certified by Engineer	_____	Date: 6-8-22
Certified by Public Works	_____	Date: 6-6-22
Certified by Water Utility	_____	Date:
Certified by Contrator	_____	Date:
	Approved BPW _____	Date:
	Approved Common Council (Final Payments Only)	Date:

**City of Neenah
Department of Public Works
Contractor Request for Payment**

Contractor Name: Kruczek Construction, Inc.		Contract No. 1-22	
Address 3636 Kewaunee Rd		Contract Amount \$1,969,969.69	
City Green Bay WI 54311			
Name of Project	Sanitary, Water Main and Street Construction		
Location of Project	Apple Blossom, Fredrick, Green Acres, Honeysuckle, Meadow, Primrose & Wild Rose		
Pay Request No.	3	For Period	May 1, 2022 through May 31, 2022

CONTRACT SUMMARY

Original Contract Amount	\$1,969,969.69
Net Amount of Change Order	\$0.00
Adjusted Contract Amount	<u>\$1,969,969.69</u>

WORK PERFORMED TO DATE

Work Performed to Date	\$2,034,947.69
Less Retainage of 2.5%. If different indicate here	\$92,239.29
Net Amount Earned to Date	\$1,942,708.40
Less Previous Payments	\$1,571,892.65

BALANCE DUE THIS PAYMENT

\$370,815.75

CONTRACT BREAKOUT

	Account Numbers	Budget Total	Contract Breakdown	Due This Estimate	Paid to Date
Sanitary Sewer Various Repairs	046-5001-743-0236	\$150,000.00	\$4,694.38	\$4,485.00	\$0.00
Storm Sewer Fredrick Dr	049-5274-743-0236	\$252,000.00	\$79,630.83	\$38,871.30	\$82,497.05
Water Main Apple Blossom Dr	4000-0000-207-0498	\$230,224.00	\$234,947.19	\$0.00	\$236,448.04
Water Main Fredrick Dr	4000-0000-207-0486	\$288,000.00	\$140,538.27	\$0.00	\$153,224.08
Water Main Green Acres Ln	4000-0000-207-0489	\$424,000.00	\$307,641.58	\$10,152.19	\$278,982.70
Water Main Honeysuckle Ln	4000-0000-207-0490	\$424,000.00	\$305,269.90	\$55,592.72	\$234,332.39
Water Main Meadow Ln	4000-0000-207-0487	\$424,000.00	\$299,213.14	\$235,387.59	\$62,930.38
Water Main Primrose Ln	4000-0000-207-0491	\$424,000.00	\$287,102.68	\$4,506.45	\$272,450.03
Water Main Wild Rose Ln	4000-0000-207-0488	\$424,000.00	\$310,931.72	\$21,820.50	\$251,028.00
		<u>\$3,040,224.00</u>	<u>\$1,969,969.69</u>	<u>\$370,815.75</u>	<u>\$1,571,892.65</u>

CERTIFICATION OF CONTRACTOR:

I certify that the foregoing is just and correct and the amount claimed is legally due after showing all just credits

Certified by Engineer	_____	Date:	
Certified by Public Works	_____	Date:	6-14-2022
Certified by Water Utility	_____	Date:	6/14/22
Certified by Contrator	_____	Date:	
	Approved BPW _____	Date:	
	Approved Common Council (Final Payments Only)	Date:	