

AGENDA

**NEENAH WATER UTILITY
SPECIAL WATER COMMISSION MEETING
AND
STORM WATER CITIZEN ADVISORY BOARD MEETING
Monday, September 28, 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 August 24, 2020 (Attachment)
2. Approve the Invoices for August 2020 (Attachment)
3. Appearances
4. Old Business/New Business
 - A. Draft Operating Budget for 2021 (Attachment)
 - B. Request to Replace Water Main at S. Park Ave. Easement Properties (Attachment)
 - C. Request to Replace Water Main at Henry Street CN Railway Crossing (Attachment)
 - D. Director's Report (Attachment)
 - E. Storm Water Citizen Advisory Board 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

Special Meeting – August 24, 2020

Council Chambers – City Hall

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

Excused: Commissioner Boyette

Also Present: Mr. Porter Hasz

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

Approve Special Meeting Minutes for July 27, 2020 – Following discussion, **M.S.C. Lang/Schmeichel to approve the July 27, 2020 Special Meeting Minutes**. All voting aye.

Approve the Invoices for July 2020 –The Commission had no questions regarding invoices or charges for July 2020. Following discussion, **M.S.C. Bauman/Schmeichel to approve the July 2020 invoices**. All voting aye.

Appearances – Mr. Porter Hasz introduced himself to the group. Porter is a Boy Scout in Troop 81 and is in the process of obtaining his Citizenship in the Community Merit Badge. The Commissioners welcomed Porter and thanked him for his attendance.

Old Business/New Business

Director's Report –

1. The Water Loss Report is attached.
2. The following pay estimates were approved at the August 11, 2020 Board of Public Works Meeting:
 - Change Order No. 2 for Contract 5-20, Miscellaneous Sewer and Water Main Construction on Lakeshore Avenue to Robert J. Immel Excavating, Inc., Greenville, in the amount of \$35,598.20 for extra gravel, trucking and dumping fees for water main on Lakeshore Ave., restoration for water construction at 630 Wheeler Street, additional length on short side services on Lakeshore Ave., and water main connection at Wheeler Street and North Park Drive. Director Mach explained that this change order included charges for locating the water main further to the east, restoring the area around the relocated service at 630 Wheeler Street, required extra length for water services, and a connection at Wheeler Street and North Park Avenue. The two services that were tapped into Wheeler Street were lead, but were abandoned during construction. The total change order applicable to Water is \$21,339.70.
 - Pay Estimate No. 3 for Contract 5-20, Miscellaneous Sewer and Water Main Construction on Lakeshore Avenue to Robert J. Immel Excavating, Inc., in the amount of \$54,175.45 for Water.
 - Pay Estimate No. 5 for Contract 1-20, Sewer and Water Main and Street Construction on Abby Avenue, Clybourn Street, Bond Street, and Center Street to Kruczek Construction, Inc., Green Bay, in the amount of \$28,500.00 for the Water portion of Abby Ave.

Water Commission Special Meeting Minutes
August 24, 2020
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3. Construction update – The construction on Green Bay Road is scheduled to begin in September.
4. Lead and Copper testing update – The Water Utility has passed the required lead and copper testing with no failures and a 90th percentile of 5.9 ppb for lead.
5. The next Water Commission Meeting is scheduled for September 21, 2020.

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

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

Adjournment – **M.S.C. Lang/Bauman to adjourn at 4:54 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach
Director, Neenah Water Utility

WATER UTILITY CASH ACTIVITY
August 2020

Cash Balance August 1, 2020		\$2,783,166
Cash Receipts		
Water Collection Receipts	581,884	
Other Water Receipts	<u>19,419</u>	
		601,303
Cash Distributions		
Check Register	123,058	
P-Card Register	45,794	
Disbursements to the City	<u>134,730</u>	
		<u>303,582</u>
Cash Balance August 31, 2020		<u><u>3,080,887</u></u>

AUG DISBURSEMENTS TO THE CITY

Payroll	93,640
Payroll Benefits	33,738
Vehicle Fuel & Fluids	574
Vehicle Maint	1,200
Postage	58
IS Services	3,358
Removal of Spoils from Excavations-PW	<u>2,162</u>
Total August Disbursements to the City	<u><u>134,730</u></u>

REPLACEMENT FUND RESERVES AS OF AUGUST 2020

Sludge Lagoon	\$2,867,349
Vehicles	176,084
Painting Towers	204,706
Painting Hydrants	<u>46,000</u>
Total Replacement Fund Reserves	<u><u>\$3,294,139</u></u>

VENDOR NAME	CHECK #	CHECK DATE	TRANS INV#	CODE	ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT
GRAEF	50433	08/06/2020	110619	AP	400-0401-770-9230	GIS MAINTENANCE PRIVATE WELLS	2,147.81
						CHECK TOTAL -	2,147.81
GRAYMONT WESTERN LIME INC	50435	08/06/2020	152726RI	AP	400-0401-770-6410	HYDRATED LIME	3,588.80
	50435	08/06/2020	152388RI	AP	400-0401-770-6410	HYDRATED LIME	3,750.40
						CHECK TOTAL -	7,339.20
INSIGHT PUBLIC SECTOR	50438	08/06/2020	11007502	AP	400-0401-770-6430	HCL NOTES/DOMINO RENEWAL- 5	216.70
						CHECK TOTAL -	216.70
MICHELS COMMERCIAL AGGREGATES	50446	08/06/2020	394897	AP	400-0402-770-6730	BACKFILL	249.68
						CHECK TOTAL -	249.68
WE ENERGIES	50461	08/06/2020	447772	AP	400-0401-770-6230	PUMPING - ELECTRIC JUN-JUL	10,576.05
	50461	08/06/2020	447772	AP	400-0401-770-6260	PUMPING - HEAT JUN-JUL	57.96
	50461	08/06/2020	447772	AP	400-0401-770-6420	WATER TREATMENT - HEAT JUN-JUL	150.99
	50461	08/06/2020	447772	AP	400-0401-770-6430	WATER TREATMENT-ELECTRIC JUN-JUL	4,067.71
	50461	08/06/2020	447772	AP	400-0401-770-6610	WATER TOWER - ELECTRIC JUN-JUL	207.33
	50461	08/06/2020	447772	AP	400-0401-770-6630	METER SERVICE - ELECTRIC & HEAT JUN-JUL	325.76
	50461	08/06/2020	447772	AP	400-0401-770-6650	DIST - ELECTRIC & HEAT JUN-JUL	1,324.55
						CHECK TOTAL -	16,710.35
BRAZEE ACE HARDWARE	50467	08/13/2020	49136	AP	400-0401-770-6650	TRUCK TOOLS	37.89
						CHECK TOTAL -	37.89
DIVERSIFIED BENEFIT SERVICES I	50470	08/13/2020	309885	AP	400-0401-770-9260	AUG SERVICES - HRA	72.25
						CHECK TOTAL -	72.25
GRAYMONT WESTERN LIME INC	50475	08/13/2020	153121RI	AP	400-0401-770-6410	HYDRATED LIME	3,891.20
						CHECK TOTAL -	3,891.20
MICHELS COMMERCIAL AGGREGATES	50487	08/13/2020	395384	AP	400-0402-770-6750	BACKFILL	284.81
	50487	08/13/2020	395384	AP	400-0402-770-6730	BACKFILL	88.11
	50487	08/13/2020	395937	AP	400-0402-770-6730	LEAK BACKFILL	510.89
						CHECK TOTAL -	883.81

VENDOR NAME	CHECK #	CHECK DATE	TRANS INV#	CODE	ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT
GRAYMONT WESTERN LIME INC	50523	08/20/2020	153452RI	AP	400-0401-770-6410	HYDRATED LIME	3,934.40
						CHECK TOTAL -	3,934.40
KRUCZEK CONSTRUCTION INC	50529	08/20/2020	PYMT #5	AP	400-0000-207-0439	CN1-20 WATER MAIN - ABBY N WATER TO CLYBOURN	28,500.00
						CHECK TOTAL -	28,500.00
KRUEGER TRUE VALUE	50532	08/20/2020	122424	AP	400-0402-770-6520	PAINT & SUPPLIES	50.80
	50532	08/20/2020	122494	AP	400-0402-770-6520	PAINT, BRUSHES	48.17
	50532	08/20/2020	122562	AP	400-0402-770-6520	ACID	27.87
	50532	08/20/2020	122762	AP	400-0402-770-6520	OIL, LUBE & CONTACT CLEANER	99.03
	50532	08/20/2020	122932	AP	400-0401-770-6650	BUG SPRAY	6.29
	50532	08/20/2020	122970	AP	400-0401-770-6650	VALVE REPAIR PLUGS	5.39
						CHECK TOTAL -	237.55
MICHELS COMMERCIAL AGGREGATES	50540	08/20/2020	396405	AP	400-0402-770-6770	BACKFILL	142.27
						CHECK TOTAL -	142.27
NORTHEAST ASPHALT INC	50549	08/20/2020	1694802	AP	400-0402-770-6730	COLD PATCH	595.16
	50549	08/20/2020	1694802	AP	400-0402-770-6750	COLD PATCH	595.17
						CHECK TOTAL -	1,190.33
ROBERT J IMMEL EXCAVATING INC	50554	08/20/2020	PYMT #3	AP	400-0000-207-0445	CN5-20 WATER MAIN - LAKESHORE AVE	54,175.45
						CHECK TOTAL -	54,175.45
MICHELS COMMERCIAL AGGREGATES	50580	08/27/2020	396920	AP	400-0402-770-6730	STONE BACKFILL	118.31
	50580	08/27/2020	396920	AP	400-0402-770-6750	STONE BACKFILL	127.56
	50580	08/27/2020	396920	AP	400-0000-207-0438	STONE BACKFILL	124.23
						CHECK TOTAL -	370.10
STRAND ASSOCIATES INC	50585	08/27/2020	162654	AP	400-0401-770-9230	CAPACITY & GROWTH STUDY THRU 7/31	2,959.41
						CHECK TOTAL -	2,959.41
						GRAND TOTAL -	123,058.40

*** END OF REPORT ***

VENDOR NAME	CHECK #	CHECK DATE	TRANS		ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT
			INV#	CODE			
U S BANK	320	08/31/2020	08-12-20	AP	400-0402-770-6520	WAL-MART #2986	72.72
						BATTERIES,ACID,GARBAGE BA	
	320	08/31/2020	08-12-20	AP	400-0401-770-6420	NCL OF WISCONSIN INC	56.52
						LAB REAGENTS	
	320	08/31/2020	08-12-20	AP	400-0402-770-6520	HOMEPOT.COM	232.28
						PAPER TOWELS	
	320	08/31/2020	08-12-20	AP	400-0401-770-6420	USA BLUE BOOK	300.74
						LAB REAGENTS	
	320	08/31/2020	08-12-20	AP	400-0401-770-6420	THE UPS STORE #2376	10.32
						LAB SHIPPING	
	320	08/31/2020	08-12-20	AP	400-0401-770-6410	HAWKINS INC	1,278.90
						HYDROFLUOSILICIC ACID	
	320	08/31/2020	08-12-20	AP	400-0401-770-6410	HAWKINS INC	726.16
						AMMONIA	
	320	08/31/2020	08-12-20	AP	400-0401-770-6410	HAWKINS INC	3,510.21
						SODIUM PERMANGANATE	
	320	08/31/2020	08-12-20	AP	400-0402-770-6520	SUPERIOR CHEMICAL CORP	301.93
						BATHROOM & CLEANING SUPPL	
	320	08/31/2020	08-12-20	AP	400-0401-770-6420	NORTHERN LAKE SERVICE- IN	560.00
						LAB TESTS	
	320	08/31/2020	08-12-20	AP	400-0401-770-6420	USA BLUE BOOK	72.20
						LAB EQUIPMENT	
	320	08/31/2020	08-12-20	AP	400-0402-770-6520	WM SUPERCENTER #2986	37.56
						BLEACH WIPES & BATTERIES	
	320	08/31/2020	08-12-20	AP	400-0401-770-6420	HANNA INSTRUMENTS US	69.26
						LAB EQUIPMENT	
	320	08/31/2020	08-12-20	AP	400-0402-770-6520	ARGCO	63.52
						FIBERGLASS TAPE	
	320	08/31/2020	08-12-20	AP	400-0402-770-6520	ARGCO	3.18
						SALES TAX TO BE REFUNDED	
	320	08/31/2020	08-12-20	AP	400-0401-770-6420	NORTHERN LAKE SERVICE- IN	660.00
						LAB TESTS	
	320	08/31/2020	08-12-20	AP	400-0401-770-6420	4TE*CULLIGAN WATER CONDIT	50.00
						LAB WATER	
	320	08/31/2020	08-12-20	AP	400-0401-770-6410	HAWKINS INC	3,420.29
						LPC-4	
	320	08/31/2020	08-12-20	AP	400-0401-770-6410	HAWKINS INC	20.00
						ENVIORNMENTAL FEE	
	320	08/31/2020	08-12-20	AP	400-0402-770-6730	FERGUSON WTRWRKS #1476	350.10
						VALVE BOX RISERS	
	320	08/31/2020	08-12-20	AP	400-0402-770-6780	LINCOLN CONTRACTORS SUPPL	97.62
						HOSE FITTINGS	
	320	08/31/2020	08-12-20	AP	400-0401-770-6640	CORE & MAIN LP 249	4,000.00
						VACUUM BREAKERS	
	320	08/31/2020	08-12-20	AP	400-0401-770-6650	AMZN MKTP US*MF4GX5FK2 AM	59.98
						SEAL WIRE	
	320	08/31/2020	08-12-20	AP	400-0401-770-6430	AMZN MKTP US*MF4GX5FK2 AM	63.16
						FACE MASKS (PPE)	
	320	08/31/2020	08-12-20	AP	400-0401-770-9210	AMZN MKTP US*MF1EL4MT1	19.90
						FILE FOLDER	
	320	08/31/2020	08-12-20	AP	400-0401-770-6430	AMZN MKTP US*MF1EL4MT1	25.66
						SUPPLIES	

VENDOR NAME	CHECK #	CHECK DATE	TRANS INV#	CODE	ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT
	320	08/31/2020	08-12-20	AP	400-0402-770-6520	VEGA AMERICAS 7- LEVEL SENSORS	6,276.90
	320	08/31/2020	08-12-20	AP	400-0402-770-6520	VEGA AMERICAS REFUND TAX LEVEL SENSORS	298.90-
	320	08/31/2020	08-12-20	AP	400-0401-770-6650	AMZN MKTP US*MM8QY6FB1 SAWZALL	138.00
	320	08/31/2020	08-12-20	AP	400-0401-770-9210	AMZN MKTP US*MF5Y046M0 OFFICE SUPPLIES	56.31
	320	08/31/2020	08-12-20	AP	400-0401-770-6650	AMZN MKTP US*MF53K9SE2 FIRST AID SUPPLIES	51.09
	320	08/31/2020	08-12-20	AP	400-0401-770-9210	AMZN MKTP US*MF22G5ST2 OFFICE SUPPLIES	33.30
	320	08/31/2020	08-12-20	AP	400-0401-770-6650	AMZN MKTP US*MF60T0SS2 BACKUP CAMERA	62.99
						CHECK TOTAL -	22,381.90
U S BANK	321	08/31/2020	08-25-20	AP	400-0000-207-0439	ENGINEERING CONSULTING S BACKFILL DENSITY TESTING/	523.42
	321	08/31/2020	08-25-20	AP	400-0401-770-6430	TDS METROCOM JUL TDS PHONE	88.73
	321	08/31/2020	08-25-20	AP	400-0401-770-6630	TDS METROCOM JUL TDS PHONE	4.23
	321	08/31/2020	08-25-20	AP	400-0401-770-6650	TDS METROCOM JUL TDS PHONE	42.25
	321	08/31/2020	08-25-20	AP	400-0401-770-9030	TDS METROCOM JUL TDS PHONE	5.67
	321	08/31/2020	08-25-20	AP	400-0401-770-9210	TDS METROCOM JUL TDS PHONE	7.57
	321	08/31/2020	08-25-20	AP	400-0401-770-6260	U.S. CELLULAR AIRTIME 06/22-07/21	17.59
	321	08/31/2020	08-25-20	AP	400-0401-770-6430	U.S. CELLULAR AIRTIME 06/22-07/21	17.56
	321	08/31/2020	08-25-20	AP	400-0401-770-6620	U.S. CELLULAR AIRTIME 06/22-07/21	78.82
	321	08/31/2020	08-25-20	AP	400-0401-770-6630	U.S. CELLULAR AIRTIME 06/22-07/21	.32
	321	08/31/2020	08-25-20	AP	400-0401-770-6650	U.S. CELLULAR AIRTIME 06/22-07/21	78.78
	321	08/31/2020	08-25-20	AP	400-0401-770-9020	U.S. CELLULAR AIRTIME 06/22-07/21	.33
	321	08/31/2020	08-25-20	AP	400-0401-770-6630	U.S. CELLULAR AIRTIME 06/22-07/21	2.48
	321	08/31/2020	08-25-20	AP	400-0401-770-6650	U.S. CELLULAR AIRTIME 06/22-07/21	2.46
	321	08/31/2020	08-25-20	AP	400-0401-770-6430	CONNECTING POINT MITEL SUPPORT-PHONE	975.00
						CHECK TOTAL -	1,845.21
U S BANK	322	08/31/2020	08-25-20	AP	400-0402-770-6520	ARGCO TAX REFND FIBERGLASS TAPE	3.18-

VENDOR NAME	CHECK #	CHECK DATE	TRANS		ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT
			INV#	CODE			
	322	08/31/2020	08-25-20	AP	400-0401-770-6430	CINTAS CORP MATS AND MOPS TREATMENT	40.05
	322	08/31/2020	08-25-20	AP	400-0401-770-6650	CINTAS CORP MATS AND MOPS DISTRIBUTIO	40.06
	322	08/31/2020	08-25-20	AP	400-0401-770-6420	IDEXX DISTRIBUTION INC LAB REAGENTS	1,521.12
	322	08/31/2020	08-25-20	AP	400-0401-770-6420	WI STATE HYGIENE LAB LAB TESTS	26.00
	322	08/31/2020	08-25-20	AP	400-0402-770-6520	SENSOREX PH PROBE	200.94
	322	08/31/2020	08-25-20	AP	400-0402-770-6520	HOMEDPOT.COM PAPER TOWEL RETURN	174.21-
	322	08/31/2020	08-25-20	AP	400-0402-770-6510	INNOPLAST INC BOLLARD COVERS	445.00
	322	08/31/2020	08-25-20	AP	400-0402-770-6520	WAL-MART #2986 VINEGAR/ACID/TOILETRIES	111.54
	322	08/31/2020	08-25-20	AP	400-0401-770-6420	USA BLUE BOOK LAB REAGENTS	38.05
	322	08/31/2020	08-25-20	AP	400-0401-770-6430	MORTON SAFETY, LLC NITRILE GLOVES	210.00
	322	08/31/2020	08-25-20	AP	400-0401-770-6410	POLYDYNE INC C-308 POLYMER	15,702.80
	322	08/31/2020	08-25-20	AP	400-0401-770-6410	POLYDYNE INC FREIGHT	549.60
	322	08/31/2020	08-25-20	AP	400-0402-770-6520	WAL-MART #2986 VINEGAR/GLASS CLEANER	33.84
	322	08/31/2020	08-25-20	AP	400-0402-770-6730	LINCOLN CONTRACTORS SUPPL MARKING PAINT	136.44
	322	08/31/2020	08-25-20	AP	400-0402-770-6750	LINCOLN CONTRACTORS SUPPL MARKING PAINT	136.44
	322	08/31/2020	08-25-20	AP	400-0402-770-6750	FERGUSON WTRWRKS #1476 INV# 308360 SERVICE REPLA	365.88
	322	08/31/2020	08-25-20	AP	400-0402-770-6730	FERGUSON WTRWRKS #1476 INV# 306066-1 CLAMPS	487.26
	322	08/31/2020	08-25-20	AP	400-0402-770-6780	FERGUSON WTRWRKS #1476 INV# 309425 SEWER SERVIC	344.00
	322	08/31/2020	08-25-20	AP	400-0402-770-6730	CORE & MAIN LP 249 VALVE BOX PARTS	447.00
	322	08/31/2020	08-25-20	AP	400-0401-770-6650	HAENCO LLC PAPER PRODUCTS	362.62
	322	08/31/2020	08-25-20	AP	400-0000-207-0458	POLLARDWATER.COM #3325 DECHLOR TABLETS	213.37
	322	08/31/2020	08-25-20	AP	400-0401-770-6650	AMZN MKTP US*MF77T5KW2 FIRST AID SUPPLIES	191.82
	322	08/31/2020	08-25-20	AP	400-0402-770-6520	AMZN MKTP US*MF3KA87S2 MOTION SENSOR LIGHT	37.99
	322	08/31/2020	08-25-20	AP	400-0401-770-6650	AMZN MKTP US*MF74G0280 ANIMAL DETERRENT SPRAY	37.99
	322	08/31/2020	08-25-20	AP	400-0401-770-9210	AMAZON.COM*MM2AP0101 MAILING ENVELOPES	20.99
	322	08/31/2020	08-25-20	AP	400-0401-770-9210	BP#8855082PUMP N MUNCH WVC PACKET POSTAGE	3.60

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C I T Y O F N E E N A H
Detail CHECK REGISTER- US Bank (Water O
Period Ending - 08/31/2020

PAGE: 4
RUN DATE: 09/08/2020
RUN TIME: 10:08:56

VENDOR NAME	CHECK #	CHECK DATE	TRANS INV#	CODE	ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT
	322	08/31/2020	08-25-20	AP	400-0401-770-6430	DSPS E SERVICE FEE COM PROCESS FEE RPZ TEST	.40
	322	08/31/2020	08-25-20	AP	400-0401-770-6430	DSPS EPAY ISE RPZ TEST FEE	20.00
	322	08/31/2020	08-25-20	AP	400-0401-770-9210	AMAZON.COM*MM6755GA0 OFFICE SUPPLIES	18.99
							=====
							CHECK TOTAL - 21,566.40
							=====
							GRAND TOTAL - 45,793.51

*** END OF REPORT ***

**CITY OF NEENAH
2021 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Anthony Mach

DRAFT

Water Utility
2021 Proposed Budget

The purpose of the Water Utility Fund is to account separately for all revenues and expenditure activities necessary to provide water to Utility customers. Revenues include water user fees, public fire charges, private fire charges, interest income, and special charges. Costs include pumping, treatment and distribution of water, billing and collection, debt service payments, capital investments, administrative charges, and the payment in lieu of taxes (PILOT) to the City. The last water rate increase went into effect on January 1, 2011. At that time, the Public Service Commission of Wisconsin (PSCW) authorized the Utility to set aside funds on a monthly basis to pay for large operations and maintenance projects. Those totals are designated on the Utility Balance Sheet under Temporary Investments in the "Replacement Reserves" line.

The 2020 mid-year Replacement Reserve Totals reported are \$3,233,639. In 2020, the Utility will use funds from the account to pay for several maintenance projects. Revenues for 2020 are pending due to the effects of COVID-19 on the commercial and industrial sectors.

Water sales are beginning to trend slightly upward as the Utility continues to be efficient and effective. This has allowed water rates to remain static since January 2011. Overall, the annual financial rate of return has trended upward which indicates the Utility is in good overall financial condition. The long-term goal is to reduce outstanding debt, stabilize rates, and focus on infrastructure improvements.

Major Accomplishments in 2020 include the replacement of water mains on Abby Avenue, Center Street, Clybourn Street, Monroe Street, Van Street, Green Bay Road, Lakeshore Avenue, Wheeler Street, and through Kimberly Point Park. The Sodium Hypochlorite feed system rebuild and Phase 3 of the LED transition project will be completed in 2020. Accurate water main and water service data continues to be collected and refined as the Water Utility takes full advantage of its GIS system. The Utility billing system is slated to be fully operational by the end of 2020. The Water Utility continues to strive for lead service line and meter replacements.

Goals for 2021 include the replacement of water mains on Fairview Avenue, Marathon Avenue, Washington Avenue, Winneconne Avenue, Olive Street, W. Peckham Street, and Isabella Street. Additionally, the Utility is planning on replacing portions of the sludge line along Fairview Avenue and Marathon Avenue; and replacing twenty lead services along Lauden Boulevard. The Citywide ERP system implementation will allow the Utility to offer an easy to use online billing interface. The Utility will continue to remove lead service lines in conjunction with water main replacement. Plans and specifications will be developed for future projects.

Revenues	2019 Actual	2020 Budget	2020 Estimate	2021 Request	2021 Proposed
Water Sales					
Unmetered Sales					
Sales to General Customers	\$6,254	\$7,500	\$7,500	\$7,500	
Public Fire Protection	\$1,676,006	\$1,683,000	\$1,685,000	\$1,685,000	
Private Fire Protection	\$124,891	\$131,000	\$132,000	\$132,000	
Total Unmetered Sales	\$1,807,151	\$1,821,500	\$1,824,500	\$1,824,500	\$0
Metered Sales					
Residential	\$3,067,648	\$3,181,500	\$3,181,000	\$3,184,700	
Multi Family Residential	\$156,960	\$165,000	\$160,000	\$164,800	
Commercial	\$892,554	\$875,000	\$760,000	\$850,000	
Industrial	\$1,691,812	\$1,650,000	\$1,650,000	\$1,650,000	
Public Authority	\$132,778	\$135,000	\$95,000	\$128,500	
Total Metered Sales	\$5,941,752	\$6,006,500	\$5,846,000	\$5,978,000	\$0
Total Sales of Water	\$7,748,903	\$7,828,000	\$7,670,500	\$7,802,500	\$0

**CITY OF NEENAH
2021 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Anthony Mach

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	2019 Actual	2020 Budget	2020 Estimate	2021 Request	2021 Proposed
Other Revenues					
Other Operating Revenues					
Forfeited Discounts	\$75,755	\$80,000	\$36,000	\$80,000	
Miscellaneous Service	\$25,724	\$26,650	\$24,960	\$25,950	
Rentals	\$107,667	\$111,700	\$111,700	\$112,800	
Other	\$58,668	\$61,750	\$59,300	\$61,800	
Total Other Operating Revenues	\$267,814	\$280,100	\$231,960	\$280,550	\$0
Income					
Merchandising & Jobbing	\$5,761	\$10,000	\$6,000	\$10,000	
Interest	\$176,147	\$150,000	\$80,000	\$80,000	
P-Card Rebate	\$9,564	\$7,000	\$7,000	\$7,000	
Amort. On Long-term Debt Discounts	\$17,825	\$17,830	\$17,830	\$15,800	
Miscellaneous Non-Operating	\$217,402	\$0	\$103,000	\$0	
Total Income	\$426,699	\$184,830	\$213,830	\$112,800	\$0
Total Other Revenues	\$694,513	\$464,930	\$445,790	\$393,350	\$0
Total Sales and Other Revenues	<u>\$8,443,416</u>	<u>\$8,292,930</u>	<u>\$8,116,290</u>	<u>\$8,195,850</u>	<u>\$0</u>

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**CITY OF NEENAH
2021 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Anthony Mach

Expenses	2019 Actual	2020 Budget	2020 Estimate	2021 Request	2021 Proposed
Maintenance Expenses					
Source of Supply					
Supervision and Engineering	\$17,493	\$15,400	\$3,700	\$15,400	
Lake and River Intake	\$9,487	\$20,000	\$11,000	\$20,000	
Total Source of Supply	<u>\$26,980</u>	<u>\$35,400</u>	<u>\$14,700</u>	<u>\$35,400</u>	<u>\$0</u>
Pumping Expenses					
Supervision and Engineering	\$14,512	\$15,000	\$12,800	\$15,000	
Structures and Improvements	\$64	\$1,000		\$1,000	
Power and Production Equipment	\$0	\$1,000		\$1,000	
Pumping Equipment	\$15,004	\$25,500	\$3,000	\$25,500	
Total Pumping Expense	<u>\$29,580</u>	<u>\$42,500</u>	<u>\$15,800</u>	<u>\$42,500</u>	<u>\$0</u>
Water Treatment Expenses					
Supervision and Engineering	\$25,084	\$38,000	\$35,000	\$38,000	
Structures and Improvements	\$81,765	\$458,000	\$458,000	\$458,000	
Water Treatment Equipment	\$102,635	\$210,000	\$130,000	\$210,000	
Total Water Treatment Exp.	<u>\$209,484</u>	<u>\$706,000</u>	<u>\$623,000</u>	<u>\$706,000</u>	<u>\$0</u>
Distribution Expenses					
Supervision and Engineering	\$34,177	\$30,000	\$7,100	\$30,000	
Structures and Improvements	\$0	\$5,000	\$0	\$5,000	
Reservoir and Standpipes	\$5,375	\$1,000	\$0	\$1,000	
Mains	\$244,986	\$250,000	\$100,000	\$250,000	
Services	\$78,063	\$100,000	\$30,000	\$100,000	
Meters	\$5,737	\$11,000	\$0	\$11,000	
Hydrants	\$24,419	\$15,000	\$10,000	\$15,000	
Miscellaneous Plant	-\$3,758	\$6,000	\$6,000	\$6,000	
Total Distribution Expenses	<u>\$388,999</u>	<u>\$418,000</u>	<u>\$153,100</u>	<u>\$418,000</u>	<u>\$0</u>
General Plant					
SCADA	\$0	\$0	\$0	\$0	\$0
Total General Plant	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Maintenance Expenses	<u>\$655,043</u>	<u>\$1,201,900</u>	<u>\$806,600</u>	<u>\$1,201,900</u>	<u>\$0</u>

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**CITY OF NEENAH
2021 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Anthony Mach

Expenses	2019 Actual	2020 Budget	2020 Estimate	2021 Request	2021 Proposed
Operations Expenses					
Source of Supply					
O & M Supervision	\$4,319	\$4,400	\$3,000	\$4,400	
Labor & Other Expenses	\$0	\$500	\$0	\$500	
Total Source of Supply	\$4,319	\$4,900	\$3,000	\$4,900	\$0
Pumping Expenses					
O & M Supervision	\$11,275	\$13,000	\$12,500	\$13,500	
Fuel or Power for Pumping	\$119,220	\$129,800	\$125,000	\$129,800	
Pumping Labor & Expenses	\$91,608	\$86,000	\$86,000	\$86,000	
Miscellaneous Expenses	\$11,063	\$13,390	\$12,500	\$13,500	
Total Pumping Expense	\$233,166	\$242,190	\$236,000	\$242,800	\$0
Water Treatment Expenses					
O & M Supervision	\$32,217	\$35,500	\$28,000	\$36,000	
Chemicals	\$335,091	\$363,000	\$340,000	\$370,000	
Treatment Labor & Expenses	\$311,761	\$293,000	\$275,000	\$297,000	
Miscellaneous Expenses	\$65,721	\$82,400	\$70,000	\$82,400	
Commercial Dumpster	\$893	\$940	\$940	\$1,000	
Total Water Treatment Exp.	\$745,683	\$774,840	\$713,940	\$786,400	\$0
Distribution Expenses					
O & M Supervision	\$24,263	\$26,500	\$22,000	\$26,500	
Storage Facility Expenses	\$9,106	\$9,800	\$9,800	\$9,800	
Water Main Expenses	\$54,238	\$100,000	\$55,000	\$100,000	
Meter Expenses	\$35,072	\$100,000	\$100,000	\$100,000	
Customer Installation	\$34,815	\$37,500	\$37,500	\$38,000	
Miscellaneous Expenses	\$100,996	\$61,800	\$56,600	\$63,000	
Total Distribution Expenses	\$258,490	\$335,600	\$280,900	\$337,300	\$0
Customer Accounts Expenses					
Supervision	\$13,647	\$25,000	\$23,000	\$25,500	
Meter Reading	\$10,761	\$24,500	\$10,000	\$24,500	
Customer Records & Collection	\$88,943	\$92,000	\$100,800	\$102,000	
Uncollectible Accounts	\$1,352	\$3,000	\$3,000	\$3,000	
Total Customer Expenses	\$114,703	\$144,500	\$136,800	\$155,000	\$0
Total Operations Expenses	\$1,356,361	\$1,502,030	\$1,370,640	\$1,526,400	\$0

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**CITY OF NEENAH
2021 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Anthony Mach

Expenses	2019 Actual	2020 Budget	2020 Estimate	2021 Request	2021 Proposed
Admin & General Expenses					
Admin & General Salaries	\$177,593	\$180,000	\$180,000	\$184,500	
Office Supplies & Expenses	\$4,573	\$8,000	\$3,000	\$8,000	
Outside Services	\$0	\$100,000	\$40,000	\$100,000	
Auditing Services	\$12,400	\$12,800	\$12,700	\$13,200	
Property Insurance	\$22,625	\$24,000	\$29,220	\$30,000	
Liability Insurance	\$38,218	\$45,000	\$37,500	\$40,000	
Rent	\$10,270	\$10,510	\$10,580	\$10,900	
Pensions & Benefits/OPEB	\$416,285	\$415,000	\$415,000	\$415,000	
Miscellaneous Expenses	\$34,225	\$30,900	\$7,000	\$30,900	
Special Reserves & Escrow	\$0	\$33,970	\$0	\$34,900	
Regulatory Commission	\$0	\$0	\$0	\$0	
Total Admin & Gen. Expenses	\$716,189	\$860,180	\$735,000	\$867,400	\$0
Total Maintenance Expenses	\$655,043	\$1,201,900	\$806,600	\$1,201,900	\$0
Total Operations Expenses	\$1,356,361	\$1,502,030	\$1,370,640	\$1,526,400	\$0
Depreciation	\$1,386,742	\$1,525,000	\$1,500,000	\$1,500,000	\$0
Tax Expense					
PILOT	\$935,728	\$989,790	\$989,790	\$963,630	
PSC Remainder Assessment	\$7,802	\$9,000	\$8,500	\$9,000	
Payroll Tax	\$67,910	\$70,000	\$70,500	\$70,900	
DNR Lake Withdrawal Fees	\$5,582	\$5,900	\$5,270	\$5,900	
Transportation Fee	\$652	\$790	\$790	\$790	
Total Tax Expense	\$1,017,674	\$1,075,480	\$1,074,850	\$1,050,220	\$0
Total Operating Expenses	\$5,132,009	\$6,164,590	\$5,487,090	\$6,145,920	\$0
Non-Operating Expenses					
Interest on Long-term Debt	\$270,810	\$221,760	\$221,760	\$169,330	
Amortization on Long-term Debt	\$4,022	\$4,030	\$4,030	\$3,040	
Other Income Deductions	\$136,452	\$135,000	\$137,500	\$140,000	
Borrowing Expense (Refunding)	\$0	\$0	\$0	\$0	\$0
Revenue Bond Retirement	\$2,143,500	\$2,198,470	\$2,198,470	\$2,249,260	\$0
Total Non-Operating Expenses	\$2,554,784	\$2,559,260	\$2,561,760	\$2,561,630	\$0
Total Expenses	\$7,686,793	\$8,723,850	\$8,048,850	\$8,707,550	\$0

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**CITY OF NEENAH
2021 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Anthony Mach

Neenah Water Utility Operating Budget Summary

Category	2019 Actual	2020 Budget	2020 Estimate	2021 Request	2021 Proposed
Total Sales of Water	\$7,748,903	\$7,828,000	\$7,670,500	\$7,802,500	\$0
Total Other Revenues	\$694,513	\$464,930	\$445,790	\$393,350	\$0
Borrowed For Operations	\$0	\$0	\$0	\$0	\$0
Total Sales and Other Revenues	\$8,443,416	\$8,292,930	\$8,116,290	\$8,195,850	\$0
Depreciation	\$1,386,742	\$1,525,000	\$1,500,000	\$1,500,000	\$0
Admin and General Expenses	\$716,189	\$860,180	\$735,000	\$867,400	\$0
Maintenance Expenses	\$655,043	\$1,201,900	\$806,600	\$1,201,900	\$0
Operation Expenses	\$1,356,361	\$1,502,030	\$1,370,640	\$1,526,400	\$0
Tax Expense	\$1,017,674	\$1,075,480	\$1,074,850	\$1,050,220	\$0
Total Operating Expenses	\$3,745,267	\$4,639,590	\$3,987,090	\$4,645,920	\$0
Total Non-Operating Expenses	\$2,554,784	\$2,559,260	\$2,561,760	\$2,561,630	\$0
Total Expenses	\$7,686,793	\$8,723,850	\$8,048,850	\$8,707,550	\$0
Other Funds Available					
Revenue Bond	\$0	\$0	\$0	\$0	\$0
Assessments	\$0	\$0	\$0	\$0	\$0
Total Other Funds Available	\$0	\$0	\$0	\$0	\$0
Other Expenses					
Utility Funded CIP Not Included Above	\$1,234,115	\$1,402,000	\$1,326,000	\$1,843,000	\$0
Projects Paid By Revenue Bond	\$0	\$0	\$0	\$0	\$0
Total Other Expenses	\$1,234,115	\$1,402,000	\$1,326,000	\$1,843,000	\$0



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

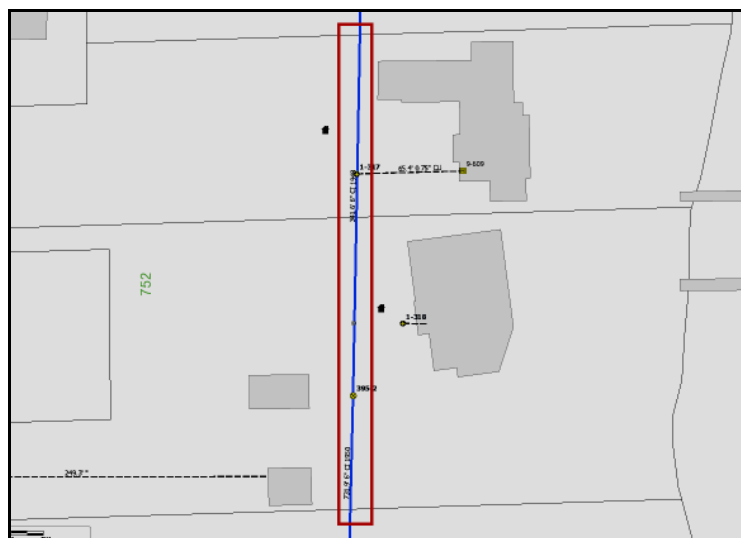
Director of Neenah Water Utility

MEMORANDUM

DATE: September 11, 2020
TO: Waterworks Commission
FROM: Anthony L. Mach
RE: Request to Replace the Water Main at S. Park Ave. Easement Properties

Replacement of the water main to the east of S. Park Avenue (S. Park Easement) has been included in the CIP for 2025. The home at 752 S. Park Avenue has been torn down and a new home is being built on the lot. The water main is currently underneath where a proposed driveway and landscaping features are to be located. In order to limit the amount of restoration the Water Utility would need to undertake if this section were to develop a leak or be replaced, staff are proposing pipe bursting the section of 6" water main from a point 10' north of the north property line of 744 S. Park Avenue to a point 10' south of the south property line of 752 S. Park Avenue (approximately 315') with 6" SDR-11. The excavation, replacement of one valve, addition of one valve, and the installation of two services are included. The estimated cost to perform this work is \$20,000.00.

The approximate location of the proposed 6" pipe burst is indicated below:



Staff recommends replacing the water main and performing the associated replacement work in the S. Park Ave. Easement section as indicated in this memo.



Neenah Water Utility

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Anthony L. Mach

Director of Neenah Water Utility

MEMORANDUM

DATE: September 23, 2020
TO: Waterworks Commission
FROM: Anthony L. Mach
RE: Request to Replace Water Main at the Henry Street CN Railway Crossing

A main leak was discovered at the CN spur near the intersection of Henry Street and Douglas Street. This section was isolated so the integrity of the crossing was maintained. In order to allow for necessary fire protection for the facilities located north of the crossing, a new main is required. Installation would be via jack and bore or directional drilling. Railroad approval is required and the Utility will retain the services of a competent engineer for design and permitting services so that we can complete the project in a short time frame. Utility staff have been contacting local contractors that are capable of completing this work.

The approximate location of the proposed work is indicated below:



Staff recommends retaining the services of a competent engineer to provide design and permitting services and replacing the water main located at the Henry Street CN Railway spur crossing.

**Director's Report
September 28, 2020**

1. The Water Loss Report is attached.
2. Update on the proposed Lead and Galvanized Service Line ordinance.
3. Construction update.
4. The next Water Commission Meeting is scheduled for October 19, 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 (May, Jun, Jul)	307,388	301,117	231,528	16,411	53,178
MOST RECENT THREE MONTHS (Apr, May, Jun)	277,420	271,380	215,653	16,629	39,098
1 YEAR AGO (May, Jun, Jul)	289,665	282,130	231,725	14,732	35,673

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
Jul, 2020	3.61	3.54
Jun, 2020	3.38	3.31
Jun, 2019	3.08	3.00

**Storm Water Citizen's Advisory Board
Monthly Report
September 2020**

1. Harrison Street Pond – Design plans are being finalized. They will be forwarded to a consultant to model the pond effectiveness for detention and removal of suspended solids and phosphorus. Bidding is tentatively scheduled for mid-October.
2. Fountains were replaced by aerators at two of our detention ponds. While they are less showy than the fountains, there are several advantages to the aerators:
 - The aerators are located at the bottom of the pond as opposed to the top of the pond. Therefore, they more effectively disperse oxygen into the water, which benefits the health of the pond.
 - They do not get clogged by algae or other pond vegetation, which means less maintenance.
 - They use much less electricity.
 - They are quieter.

We will be taking our experience with these first installations and evaluating the possibility of expanding their use to other ponds, especially as we experience failures with our current fountains.

