

AGENDA

NEENAH WATER UTILITY WATER COMMISSION MEETING

Monday, July 16, 2018

4:30 P.M.

The Hauser Room, 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 Regular Meeting Minutes for June, 2018 (Attachment)
2. Approve the Invoices for June 2018 (Attachment)
3. Appearances
4. Old/New Business
 - A. Approve 2nd Quarter Financial Statements (Attachment)
 - B. Award Chemical Delivery, Storage and Feed System Modification Contract 3512-18-01 for \$396,821.00 (Attachment)
 - C. Approve Verizon 3rd Amendment to Water Tank/Land Lease Agreement (Attachment)
 - D. Lead Meter Discussion
 - E. Interim Director's/Supervisor's Report (Attachment)
 - F. Storm Water
 - G. Any Other Business That May Legally Come Before the Commission
 - H. Consider and Approve Hiring Process for Water Utility Director Vacancy
 - I. The Commission will convene into closed session pursuant to Wis. Stat. sec. 19.85(1)(c) to review applicants for the vacant Water Utility Director Position.
 - J. The Commission will reconvene in open session for the purpose of recommending further action with regard to the vacant Water Utility Director Position.
 - K. 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

Regular Meeting
June 18, 2018
Hauser Room, City Hall

Present: President Kaufert, Commissioners, Smaby, Schmeichel, Boyette, Lang.

Excused: None

Also Present: Human Resources Director Barber, Water Distribution Manager Nevers, Water Utility Administrative Assistant Frazier, Water Treatment Manager Mach, Water Treatment Relief Operator Swedberg, and Public Works Director Kaiser

Mayor Kaufert called the meeting to order at 4:30 p.m.

Special Meeting Minutes for May 22, 2018 – Following discussion, **M.S.C. Boyette/Schmeichel to approve the May 22, 2018 Special Meeting Minutes.** All voting aye.

Special Meeting Minutes for June, 12, 2018 – Following discussion, **M.S.C. Schmeichel/Smaby to approve the June 12, 2018 Special Meeting Minutes.** All voting aye.

Invoices for May 2018 – The Commission questioned invoices from Bergstrom Automotive, Mulcahy Shaw Water, Inc., and Neenah Main Auto Body. Water Treatment Manager Mach explained that the invoice from Mulcahy Shaw Water, Inc. was for the budgeted replacement of bulbs and sleeves for one UV unit. Water Distribution Manager Nevers explained that the check for the new truck from Bergstrom Automotive was cut, then lost in transit to the dealership. The reversal was due to cancelling the check. The charge from Neenah Main Auto Body was for repair of the tailgate of a truck that was damaged during snow removal operations.

Following discussion, **M.S.C. Schmeichel/Lang to approve the invoices for May, 2018.** All voting aye.

Appearances – None.

Update on Open Director's Position – Human Resources Director Barber provided an updated position description for the Water Utility Director Position.

Following discussion, **M.S.C. Smaby/Lang to convene into closed session pursuant to Wis. Stat. § 19.85 (1) (c) for the purpose of considering:**

- 1. Qualification factors expected for the vacant Director's position and potential modifications to the position description in relation to existing staff, and**
- 2. Potential stipend pay for existing staff for additional work and responsibilities during Director's vacancy.**

M.S.C. Schmeichel/Smaby to convene into open session to announce the modifications of the position description and stipend pay for additional responsibilities during the Director's vacancy. All voting aye.

Reconvene in Open Session – The Commission reconvened at 5:20 p.m.

Following discussion, **M.S.C. Smaby/Lang to approve a \$500 per month stipend payable to Water Treatment Manager Mach and Water Distribution Manager Nevers to compensate them for the additional responsibilities during the vacant Director's position and authorize Water Utility Administrative Assistant Frazier to work up to 37.5 hours per week or as needed, and to request additional assistance as needed. All voting aye.**

Human Resources Director Barber discussed the changes to the position description that were brought to the Commission.

Following discussion, **M.S.C. Smaby/Lang to approve the changes to the position description for the Water Utility Director. All voting aye.**

Approve the Board of Public Works Recommendation to Defer Water Plant Chemical Delivery, Storage and Feed System Modification Contract 3512-18-01 for \$77,653.00 – The Water Plant Chemical Delivery, Storage and Feed System Contract 3512-18-01 was brought before the Board of Public Works meeting on June 12, 2018 in order to obtain a recommendation to defer the civil portion of the project until 2019. This would allow the civil work to coincide with the work along Fairview Avenue that is scheduled for 2019.

Following discussion, **M.S.C. Schmeichel/ Smaby to accept Board of Public Works recommendation to defer a portion of the Water Plant Chemical Delivery, Storage and Feed System Modification Contract 3512-18-01 for \$77,653.00 until 2019. After further discussion, Commissioner Schmeichel requested to rescind his motion so that this contract can be discussed further.**

Following discussion, **M.S.C. Boyette/Schmeichel to table any action on the Water Plant Chemical Delivery, Storage and Feed System Modification Contract 3512-18-01 until the next Water Commission meeting. All voting aye.**

Interim Director's / Supervisor's Report –

1. Non-Billable Water Report (February, March, April) -11.86% down from 4.32% (January, February, March).
2. Change Order No. 1 for Contract 1-18 Sewer and Water Main Construction and Street Construction on Andrew Avenue, Richard Avenue, Geiger Street and Whiting Court to David Tenor Corporation, Green Bay for \$16,504.00.

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3. Pay Estimate No. 3 for Contract 1-18 Miscellaneous Sewer and Water Main Construction and Street Construction on Andrew Avenue, Richard Avenue, Geiger Street and Whiting Court to David Tenor Corporation, Green Bay for \$205,343.39.
4. Towerview Drive Water Tower Project Update: Project is substantially complete, final inspection and disinfection is scheduled for June 19, 2018.
5. The Chemical Feed and Delivery System Project breakdown of line item 5000.018.000 has been requested of Robert E. Lee & Associates, Inc.
6. Contract 1-18 Update: All water related work is complete, less final punch list items.
7. Contract 2-18 Update: Construction of water infrastructure began week of June 5th. All water main installed, with water services to begin when testing complete.
8. Employee Update: The Utility welcomes our new Distribution Technician, Marc Shapiro. Mr. Shapiro started working for the Utility on June 11, 2018.
9. Sludge Lagoon Update: Bid documents are being prepared for the dredging of the east sludge lagoon.
10. Water Quality Testing: The Utility is going to continue sampling for algal toxins in the raw and finished water this summer and fall. This testing is in conjunction with the DNR and Wisconsin State Lab of Hygiene. Testing has shown that the operation of the plant is optimal for algal toxin removal as all results have been non-detectable in the finished water.
11. Softener Reconditioning: Staff is assessing the condition of one of the water softeners as spots of rust are appearing along the seams and bolt holes.
12. The next Water Commission Meeting is scheduled for July 16, 2018.

Storm Water Report –

1. Commerce Court Detention Pond: Work is substantially complete on Contract 8-17, which installed a new storm sewer line from the Industrial Drive/Bell Street intersection to the Commerce Court detention pond and expanded that pond. Landscaping work remains. This project now allows the storm water from the area roughly bounded by Industrial Drive – Commercial Street – Bell Street – Castle Oak Drive to drain to the Commerce Court Pond, thereby increasing our level of storm water treatment.
2. Neenah Foundry North Site: Stantec has prepared and submitted to WDNR a liability clarification request letter regarding the Neenah Foundry site located north of Winneconne Avenue along Harrison Street. WDNR has acknowledged receipt of the request. General liability clarification letters are usually requested by local governments, lenders, businesses

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and individuals who are buying, selling or redeveloping brownfield properties. This letter will allow us to understand City responsibilities on the site should a purchase be pursued. The letter was prepared in conjunction with the Neenah Foundry. We expect to have comment from WDNR in the next 30 to 45 days.

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

Discussion and Consideration of Possible Action on Professional Review of Water Utility Structure – Mayor Kaufert indicated that the Commission needed to reconvene into closed session in order to discuss a possible professional review of the water utility structure.

Following discussion, **M.S.C. Smaby/Lang to convene into closed session pursuant to Wis. Stat. § 19.85 (1) (c) for the purpose of discussing a professional review of the water utility structure.** All voting aye.

M.S.C. Boyette/Schmeichel to convene into open session to address a professional review of the water utility structure. All voting aye.

Following discussion, **No action taken.**

Reconvene in Open Session – The Commission reconvened at 6:25 p.m.

Adjournment – M.S.C. Schmeichel/Lang to adjourn at 6:25 p.m. All voting aye

Respectfully submitted,



Anthony L. Mach
Water Treatment Manager, Neenah Water Utility

WATER UTILITY CASH ACTIVITY
June 2018

Cash Balance June 1, 2018		\$1,486,777
Cash Receipts		
Water Collection Receipts	757,245	
Other Water Receipts	18,794	
P-Card Rebate	5,032	
Interest	<u>5,009</u>	
		786,080
Cash Distributions		
Check Register	140,946	
Reserve for Debt Service	203,161	
Replacement Fund Reserves	30,250	
Disbursements to the City	<u>420,680</u>	
		<u>795,037</u>
Cash Balance June 30, 2018		<u><u>1,477,820</u></u>

JUNE DISBURSEMENTS TO THE CITY

Payroll		81,391
Payroll Benefits		30,509
Vehicle Fuel & Fluids		1,371
IS Services		2,148
Postage		196
2nd Qtr Printcare		102
2nd Qtr PILOT		251,433
2nd Qtr Rent		2,493
2nd Qtr-Sending/Collecting Bills-Pmt to City		14,367
2nd Qtr-Finance, Legal, HR Services-Pmt to City		28,125
Water Bills		21
Taylor Payout Check		<u>8,524</u>
Total June Disbursements to the City		<u><u>420,680</u></u>

REPLACEMENT FUND RESERVES AS OF JUNE 2018

Sludge Lagoon		\$2,337,349
Vehicles		152,941
Painting Towers		274,822
Painting Hydrants		<u>40,000</u>
Total Replacement Fund Reserves		<u><u>\$2,805,112</u></u>

VENDOR NAME	CHECK #	CHECK DATE	TRANS INV#	CODE	ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT	DEPARTMENT
CITIES & VILLAGES MUTUAL INS C	44947	06/14/2018	2017WCAN	AP	400-0401-770-9250	REFUND 2017 PREMIUM	1,917.00	Other
						CHECK TOTAL -	1,917.00	
DAVID TENOR CORPORATION	44949	06/14/2018	CN1-18	AP	400-0000-207-0388	CN1-18 WATER MAIN-ANDREW (GEIGER TO MAIN)	27,127.46	Maintenance Ren
	44949	06/14/2018	CN1-18	AP	400-0000-207-0389	CN1-18 WATER MAIN-RICHARD (GEIGER TO MAIN)	26,538.59	Maintenance Ren
	44949	06/14/2018	CN1-18	AP	400-0000-207-0390	CN1-18 WATER MAIN-GEIGER (GREEN BAY TO WESTERN)	8,579.10	Maintenance Ren
	44949	06/14/2018	CN1-18	AP	400-0000-207-0392	CN1-18 WATER MAIN-WHITING (TULLAR)	32,054.37	Maintenance Ren
						CHECK TOTAL -	94,299.52	
DIGGERS HOTLINE INC	44951	06/14/2018	18052580	AP	400-0401-770-6620	MAY TICKETS	267.00	Other
						CHECK TOTAL -	267.00	
DIVERSIFIED BENEFIT SERVICES I	44952	06/14/2018	262908	AP	400-0401-770-9260	MAY SRVCS - FLEX SPENDING WATER	26.95	Other
						CHECK TOTAL -	26.95	
WATER REFUND VENDOR	44994	06/14/2018	WATER/RE	AP	400-0000-117-4201	REF CR BAL 14-00361-00-00 849 HIGGINS AVE	1,060.39	Maintenance Ren
						CHECK TOTAL -	1,060.39	
WISCONSIN DEPT OF NATURAL RESO	45011	06/14/2018	WU79421	AP	400-0408-770-8004	LAKE WITHDRAWAL FEE	5,288.00	Other
						CHECK TOTAL -	5,288.00	
BAKER TILLY VIRCHOW KRAUSE LLP	45021	06/21/2018	BT127663	AP	400-0401-770-9232	MAY AUDIT SERVICES	2,835.00	Other
						CHECK TOTAL -	2,835.00	
CORE & MAIN LP	45027	06/21/2018	I904730	AP	400-0402-770-6750	SERVICE BOX RPR SLEEVES	1,034.42	Other
						CHECK TOTAL -	1,034.42	
DIVERSIFIED BENEFIT SERVICES I	45029	06/21/2018	263220	AP	400-0401-770-9260	JUN SERVICES - HRA WATER	66.40	Other
						CHECK TOTAL -	66.40	
FIRST AMERICAN TITLE INSURANCE	45032	06/21/2018	WATER/RE	AP	400-0000-117-4201	REF CR BAL#27-00053-41-01 1331 BRADFORD CT	48.75	Maintenance Ren
						CHECK TOTAL -	48.75	
GRAYMONT CAPITAL INC	45040	06/21/2018	112501RI	AP	400-0401-770-6410	HYDRATED LIME	3,177.38	Other

VENDOR NAME	CHECK #	CHECK DATE	TRANS INV#	CODE	ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT	DEPARTMENT
						CHECK TOTAL -	3,177.38	
KRUEGER TRUE VALUE	45044	06/21/2018	92227	AP	400-0402-770-6510	ELECTRICAL SUPPLIES	6.61	Other
	45044	06/21/2018	92238	AP	400-0402-770-6520	AIR FILTER, BLADE SHARPEN	44.49	Other
	45044	06/21/2018	92782	AP	400-0402-770-6520	ELECTRICAL SUPPLIES	83.24	Other
	45044	06/21/2018	92956	AP	400-0402-770-6520	BATTERIES	24.27	Other
	45044	06/21/2018	92977	AP	400-0402-770-6520	LIGHTBULBS	5.38	Other
	45044	06/21/2018	93280	AP	400-0401-770-6650	FLASHLIGHT, TOOLS	42.28	Other
						CHECK TOTAL -	206.27	
OLIN CORPORATION	45057	06/21/2018	2512438	AP	400-0401-770-6410	SODIUM HYPO	3,995.24	Other
						CHECK TOTAL -	3,995.24	
UNDERWATER CONSTRUCTION CORPORA	45073	06/21/2018	18102125	AP	400-0402-770-6130	INTAKE CLEANING	4,063.00	Other
						CHECK TOTAL -	4,063.00	
CORE & MAIN LP	45093	06/28/2018	1971982	AP	400-0402-770-6750	WATER SERVICE REPAIR SLEEVES	1,152.00	Other
						CHECK TOTAL -	1,152.00	
DIVERSIFIED BENEFIT SERVICES I	45095	06/28/2018	264290	AP	400-0401-770-9260	JUN SERVICES-FLEX WATER	26.95	Other
						CHECK TOTAL -	26.95	
GRAYMONT CAPITAL INC	45103	06/28/2018	112982	AP	400-0401-770-6410	HYDRATED LIME	3,445.98	Other
						CHECK TOTAL -	3,445.98	
PROSPAN MANUFACTURING CO INC	45123	06/28/2018	20180620	AP	400-0000-207-0403	PNEUMATIC TRENCH SHORING	5,402.68	Maintenance Ren
						CHECK TOTAL -	5,402.68	
WE ENERGIES	45130	06/28/2018	447772	AP	400-0401-770-6230	MAY-JUN PUMPING-ELECTRIC	10,014.04	Other
	45130	06/28/2018	447772	AP	400-0401-770-6260	MAY-JUN PUMPING-HEAT	77.52	Other
	45130	06/28/2018	447772	AP	400-0401-770-6420	MAY-JUN WATER TREATMENT HEAT	204.38	Other
	45130	06/28/2018	447772	AP	400-0401-770-6610	APR-JUN WATER TOWER ELECTRIC	378.32	Other
	45130	06/28/2018	447772	AP	400-0401-770-6630	MAY-JUN METER SERVICE ELECTRIC & HEAT	194.10	Other
	45130	06/28/2018	447772	AP	400-0401-770-6650	MAY-JUN DISTRIBUTION ELECTRIC & HEAT	1,747.08	Other
	45130	06/28/2018	447772	AP	400-0401-770-6430	MAY-JUN WATER TREATMENT ELECTRIC	3,851.54	Other
						CHECK TOTAL -	16,466.98	
						GRAND TOTAL -	140,945.91	

*** END OF REPORT ***

NEENAH WATER UTILITY
2nd QUARTER FINANCIAL REPORT
January 1 through June 30, 2018

Neenah Water Utility
Comparative Balance Sheet
as of June 30, 2018 & 2017

Assets	2018	Assets	2017
Current Assets		Current Assets	
Cash & Cash Equivalents		Cash & Cash Equivalents	
Cash on Hand	\$ 1,477,820	Cash on Hand	\$ 1,273,816
Working Funds - Petty Cash	200	Working Funds - Petty Cash	200
Special Deposits	569	Special Deposits	569
Total Cash & Cash Equivalents	\$ 1,478,589	Total Cash & Cash Equivalents	\$ 1,274,585 (A)
Temporary Investments		Temporary Investments	
Unrestricted	\$ 1,782,467	Unrestricted	\$ 1,041,487
Restricted for Debt Service	671,089	Restricted for Debt Service	851,081 (B)
Replacement Reserves	2,805,112	Replacement Reserves	2,685,707
Total Temporary Investments	\$ 5,258,668	Total Temporary Investments	\$ 4,578,275
Receivables		Receivables	
Customer Account	\$ 967,691	Customer Account	\$ 1,000,067 (C)
Other	3,871	Other	4,094 (D)
Public/Municipal	21,521	Public/Municipal	22,531 (E)
Investment Interest	3,751	Investment Interest	3,784
Total Receivables	\$ 996,834	Total Receivables	\$ 1,030,476
Inventory		Inventory	
Chemical	\$ 90,653	Chemical	\$ 97,558
Meter & Hydrant Supplies	31,236	Meter & Hydrant Supplies	29,958
Total Inventory	\$ 121,889	Total Inventory	\$ 127,516 (F)
Unbilled Revenue	\$ 904,133	Unbilled Revenue	\$ 889,564
Total Current Assets	\$ 8,760,113	Total Current Assets	\$ 7,900,416
NonCurrent Assets		NonCurrent Assets	
Revenue Bond Reserve Investments	319,000	Revenue Bond Reserve Investments	778,500
Revenue Bond Depreciation Fund Investments	250,000	Revenue Bond Depreciation Fund Investments	250,000
Unamortized Discounts on Borrowing/Refunding	(70,243)	Unamortized Discounts on Borrowing/Refunding	(93,018)
Unamortized Loss on Advanced Refunding	13,096	Unamortized Loss on Advanced Refunding	75,760
Fixed Assets		Fixed Assets	
Utility Plant in Service	\$ 62,058,726	Utility Plant in Service	\$ 61,315,236
Less: Accumulated Depreciation	(20,217,810)	Less: Accumulated Depreciat	(18,637,473)
Net Utility Plant in Service	\$ 41,840,916	Net Utility Plant in Service	\$ 42,677,763
Deferred Special Assessments	\$ 416,238	Deferred Special Assessments	\$ 416,238
Pensions	\$ 480,545	Pensions	\$ 678,614
Construction Work in Progress	539,228	Construction Work in Progress	609,568
Total NonCurrent Assets	43,788,780	Total NonCurrent Assets	45,393,425
Total Assets	\$52,548,893	Total Assets	\$53,293,841
Liabilities & Capital		Liabilities & Capital	
Current Liabilities		Current Liabilities	
Accruals		Accruals	
Payrolls	\$ 14,177	Payrolls	\$ 13,641
In Lieu of Property Taxes	1,011,273	In Lieu of Property Taxes	1,045,238 (G)
Interest	45,505	Interest	56,190
Total Accruals	\$ 1,070,955	Total Accruals	\$ 1,115,069
Net Pension Liability	\$ 59,901	Net Pension Liability	121,833
Total Current Liabilities	\$1,130,856	Total Current Liabilities	\$1,236,902
NonCurrent Liabilities		NonCurrent Liabilities	
Revenue/Refunding Bonds/Notes	\$ 3,190,000	Revenue/Refunding Bonds/Notes	\$ 4,585,000 (H)
Safe Drinking Loan	10,005,475	Safe Drinking Loan	11,449,816 (I)
Employee Vacation & Sick Leave Reserve	131,519	Employee Vacation & Sick Leave Reserve	181,203
Allowance of Uncollectable A/R	16,700	Allowance of Uncollectable A/R	16,700
Deferred Special Assessments	416,238	Deferred Special Assessments	416,238
Total NonCurrent Liabilities	\$ 13,759,932	Total NonCurrent Liabilities	\$ 16,648,957
Total Liabilities	\$ 14,890,788	Total Liabilities	\$ 17,885,859
Deferred Inflows Related to Pension	\$ 196,263	Deferred Inflows Related to Pension	256,396
Capital & Retained Earnings		Capital & Retained Earnings	
City Paid in Capital	\$ 2,645,651	City Paid in Capital	\$ 2,645,651 (J)
Beginning Retained Earnings	\$ 33,559,423	Beginning Retained Earnings	\$ 31,356,892
Net Income (Loss)	1,256,768	Net Income (Loss)	1,149,043 (K)
Ending Retained Earnings	\$ 34,816,191	Ending Retained Earnings	\$ 32,505,935
Total Capital & Retained Earnings	37,461,842	Total Capital & Retained Earnings	35,151,586
Total Liabilities & Capital	\$ 52,548,893	Total Liabilities & Capital	\$53,293,841

**Neenah Water Utility
Notes and Explanations
Comparative Balance Sheet
For the Period Ending, June 30, 2017 & 2018**

Liquidity (Current assets/current liabilities) ratio = 7.75. Above 1 is the goal.
2017 = 6.39

- A) Total Cash Equivalents has increased due to the restructuring of the 2007 Water Utility Revenue Bonds.
- B) Restricted due to bond covenants and Commission set asides. Invested in LGIP funds. Unrestricted funds are available for projects and emergencies.
- C) Customer Account includes bills sent out at the end of June to residential, commercial, multifamily and industrial customers.
- D) Includes other billings not yet paid.
- E) Includes bills sent out at the end of June to public accounts (schools, city, library, museum) and amount due from city TIF districts.
- F) Total Inventory is the value of treatment chemicals and distribution materials held in inventory.
- G) PILOT based on Utility Plant in Service.
- H) Includes revenue bonds from 2004, 2007, 2012 and 2013. Maturity dates 12/1/2017, 12/1/2026, 12/1/2021 and 12/1/2021.
- I) Safe Drinking Water Loan used for plant construction, from 2005 and 2006. Maturity dates 5/1/2024 and 5/1/2025.
- J) Includes City's initial investment, and projects paid by TIF.
- K) Net income

Neenah Water Utility
Comparative Income Statement
for the Six Months Ending - June 30, 2018 & 2017

	2018	2017	Percent Change	
Water Operating Revenue				
Unmetered				
Sales to General Customers (WFC)	878	2,208	-60.2%	(A)
Private Fire Protection (Firelines)	65,742	64,577	1.8%	(B)
Public Fire Protection - All Customers	832,854	825,963	0.8%	(C)
Total Unmetered Revenue	\$899,474	\$892,748	0.8%	
Metered				
Bulk Water - All Customer Types	1,696	1,283	32.2%	(D)
Residential Customers	1,533,825	1,532,717	0.1%	(E)
Multi Residential Customers	75,641	85,773	-11.8%	(F)
Commercial Customers	425,158	485,124	-12.4%	(G)
Industrial Customers	740,631	704,257	5.2%	(H)
Municipal/Other Public Customers	60,936	57,807	5.4%	(I)
Total Metered Revenue	\$2,837,887	\$2,866,961	-1.0%	
Total Water Operating Revenue	\$ 3,737,361	\$ 3,759,709	-0.6%	(J)
Other Operating Revenue				
Forfeited Discounts	23,569	22,384	5.3%	(K)
Miscellaneous Service Revenues	10,742	14,666	-26.8%	(L)
Water Property Rental Revenue	58,568	57,492	1.9%	(M)
Other Revenues	7,328	4,648	57.7%	(N)
Total Other Operating Revenue	\$100,207	\$99,190	1.0%	
Total Operating Revenue	\$ 3,837,568	\$ 3,858,899	-0.6%	
Operating Expenses				
Source of Supply Expenses	14,173	799	1673.8%	(O)
Pumping Expenses	124,602	101,561	22.7%	(P)
Water Treatment Expenses	402,250	436,546	-7.9%	(Q)
Transmission & Distribution Expenses	215,619	214,362	0.6%	(R)
Customer Account Expenses	68,840	68,224	0.9%	(S)
Administrative & General Expenses	148,623	165,249	-10.1%	(T)
Employee Fringe Benefit Expense	143,194	166,931	-14.2%	(U)
Depreciation Expense	821,100	805,000	2.0%	(V)
Property Tax Expense	508,406	529,154	-3.9%	(W)
Payroll Tax Expense	36,860	37,297	-1.2%	
Other Tax Expense	5,288	5,408	0.0%	
Total Operating Expenses	\$ 2,488,955	\$ 2,530,531	-1.6%	
Net Operating Income (Loss)	\$ 1,348,613	\$ 1,328,368	1.5%	
Other Revenue				
Interest Income	62,287	26,622	134.0%	(Y)
Amortization of Debt Premium	8,912	9,664	-7.8%	
Capital Contributions	0	1,116	NA	
Miscellaneous Non-Operating Income	5,068	2,667	90.0%	(Z)
Total Other Revenue	\$ 76,267	\$ 40,069	90.3%	
Other Expenses				
Interest Expense on Long-Term Debt	166,101	212,872	-22.0%	
Amortization Expense on Long-Term Debt	2,011	6,522	-69.2%	
Total Other Expenses	\$ 168,112	\$ 219,394	-23.4%	
Net Income (Loss)	\$ 1,256,768	\$ 1,149,043	9.4%	(AA)

**Neenah Water Utility
Notes and Explanations
Comparative Income Statement
For the Period Ending, June 30, 2017 & 2018**

- A. Sales to General Customers is an indication of construction activity. Hydrant meters are used to measure the volume.
- B. Private fire protection is billed at a PSC established flat rate per quarter based on the diameter of the fire line. This affects all customer types operating a private sprinkler/fire line, except residential.
- C. This charge was switched from the tax roles to the utility bill in 1992. Public fire protection is based on the square footage of each building.
- D. Bulk water is related to construction activity. Tank trucks are filled and metered at the Plant.
- E. Residential number shown reflects revenues slightly increasing.
- F. Multi-Family Residential reflects a decrease from last year.
- G. Commercial revenues have decreased.
- H. Industrial revenues reflect an increase.
- I. Public sales include schools, parks, and other public buildings.
- J. Total Water Operating Revenues is the sum of A thru I. 2018 Q2 is -0.6% less than 2017 Q2.
- K. This is late bill payment revenue.
- L. Revenue received for reading and billing sewer exemption meters; reconnect fees and turning on service lines; hydrant hook-up fees; customer repair charges.
- M. Revenue received for annual fire hydrant rental to the Town of Neenah and rental fee from SBA, CellCom, and Airadigm for antenna space. It increases, as contract provisions require.
- N. Revenue received for billing sewer, miscellaneous sale of scrap and bad check fees.
- O. Intake inspection includes sending a diver down to inspect the intake pipe, to clean out sample lines, and to clean low lift pump screens. Inspections are done yearly as needed. Inspections for 2017 were completed in the second half of 2017. Increases in 2018 were due to the completion of one intake inspection and changes in payroll allocations to this account.

Neenah Water Utility
Notes and Explanations Comparative Income Statement
For the Period Ending, June 30, 2017 & 2018
Page 2 of 2

- P. Pumping Expenses are up in 2018 compared to 2017.
- Q. Treatment Expenses are down for the time period.
- R. Distribution Expenses are slightly up for 2018, compared to 2017.
- S. The Customer Account Expense is higher than in 2017. More time has been spent on meter reading associated with data logging for customer water loss.
- T. The Administrative and General Expenses have decreased.
- U. Fringe benefits are affected by overtime or call-in work for water main breaks, and retirement payouts.
- V. Depreciation Expense is up based on an estimate for Plant value for 2018.
- W. Payment In Lieu of Property Tax (PILOT) reflects the value of the water system.
- X. Payroll Tax (social security tax).
- Y. Interest Income increased as interest rates increased.
- Z. Miscellaneous non-operating income.
- AA. Net income for 2018 is higher than 2017.

Neenah Water Utility
2018 Construction Work in Progress

	Expenditures				Totals
	3 Months	6 Months	9 Months	12 Months	
Capital Projects:					
Meters and Transponders	148	17,523	-	-	17,671
Distribution Equipment	-	20,315	-	-	20,315
GIS/GPS Equipment	-	4,756	-	-	4,756
Towerview Tank Reconditioning	-	1,964	-	-	1,964
Pneumatic Trench Shoring	-	5,403	-	-	5,403
UV Disinfection Unit	-	840	-	-	840
UV Bulbs	210	10,300	-	-	10,510
Chemical Tank Upgrades	3,579	26,014	-	-	29,593
Chemical Feed System Upgrade	7,395	991	-	-	8,386
Watermain Replacement:					
E. Cecil St.	3,550	72	-	-	3,622
Andrew Ave.	872	124,586	-	-	125,458
Richard Ave.	872	121,609	-	-	122,481
Geiger St.	842	144,078	-	-	144,920
Adams St.	351	5,150	-	-	5,501
Whiting Ct.	-	37,808	-	-	37,808
Totals	17,819	521,409	-	-	539,228

2018 Temporary Investments
June 30, 2018

Restricted for Debt Service	
Safe Drinking Water Loan Payment	285,855
2012 Refunding Debt Service Payment	70,933
2013 Refunding Debt Service Payment	265,988
2017 Refunding Debt Service Payment	48,313
	\$671,089
Replacement Reserves	
Sludge Lagoon Reserve	2,337,349
Vehicle Replacement Reserve	152,941
Painting Tower Reserve	274,822
Painting Hydrants Reserve	40,000
	\$2,805,112



Robert E. Lee & Associates, Inc.
Engineering • Surveying • Environmental Services

1250 Centennial Centre Boulevard • Hobart, WI 54155 • 920-662-9641 • www.relecline.com

May 25, 2018

Mr. Kent Taylor
NEENAH WATER UTILITY
211 Walnut Street
Neenah, WI 54957-0426

RE: City of Neenah Water Utility
Chemical Storage and Feed Modifications
Contract 3512-18-01

Dear Mr. Taylor:

Bids were opened on May 17, 2018 for the Chemical Storage and Feed Modifications project, Contract 3512-18-01. Bids were received from two contractors; August Winter & Sons, Appleton, and J.F. Ahern, Fond du Lac. A bid tabulation is enclosed detailing the project costs.

- | | | |
|----|------------------------------------------------|--------------|
| 1. | J.F. Ahern
Fond du Lac, Wisconsin | \$555,418.00 |
| 2. | August Winters and Sons
Appleton, Wisconsin | \$474,474.00 |

We have reviewed the bids that were submitted for accuracy and completeness. Robert E. Lee & Associates, Inc., has worked with August Winter & Sons on past projects and has found them to be a competent contractor; therefore, we recommend that the contract be awarded to August Winter & Sons for the amount of \$474,474.00.

Understanding that the Neenah Water Utility may elect to defer the portion of the project associated with the site work, grading, asphalt, concrete apron, and fencing, the corresponding deduct to be addressed by change order will be \$77,653.00; thereby reducing the contract amount to \$396,821.00.

Please do not hesitate to contact me regarding any questions.

Sincerely,

ROBERT E. LEE & ASSOCIATES, INC.

Terry W. Stebor P.E.
Project Manager

TWS/DKW/LAR

David K. Welsing, V.P.
Manager of Construction Services

ENC.

Chemical Storage and Feed Modifications (#5722081)
 Owner: Neenah Water Utility, City of Neenah
 Solicitor: Robert E Lee & Associates Inc
 05/17/2018 02:00 PM CDT

Section Title	Line Item	Item Code	Item Description	UofM	Quantity	August Winter & Sons		J. F. Ahern Co. - Fond du Lac	
						Unit Price	Extension	Unit Price	Extension
Allowances, Section 01 21 00							\$4,000.00		\$4,000.00
	1	0121.000.000	Allowances, as specified in Specification Section 01 21 00, for the unit price of:	LS	1	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
Erosion Control							\$470,474.00		\$551,418.00
	2	5000.001.000	Provide FRP storage and day tanks for ferric sulfate in accordance with Specification Section 43 41 16.13, Complete	LS	1	\$50,000.00	\$50,000.00	\$47,166.00	\$47,166.00
	3	5000.002.000	Provide polyethylene storage and day tanks for polymer in accordance with Specification Section 43 41 43, Complete	LS	1	\$35,000.00	\$35,000.00	\$27,450.00	\$27,450.00
	4	5000.003.000	Provide double wall polyethylene storage and day tanks for HFS acid in accordance with Specification Section 43 41 43.01, Complete	LS	1	\$20,000.00	\$20,000.00	\$13,550.00	\$13,550.00
	5	5000.004.000	Provide chemical transfer pumps in accordance with Specification Section 46 33 48, Complete	LS	1	\$2,000.00	\$2,000.00	\$14,460.00	\$14,460.00
	6	5000.005.000	Provide peristaltic chemical pumps and accessories in accordance with Specification Section 46 33 49, Complete	LS	1	\$30,000.00	\$30,000.00	\$27,550.00	\$27,550.00
	7	5000.006.000	Provide diaphragm chemical pumps and accessories in accordance with Specification Section 46 33 45, Complete	LS	1	\$12,000.00	\$12,000.00	\$858.00	\$858.00
	8	5000.007.000	Provide a freeze proof emergency eyewash and shower, including the mixing valve, Complete	LS	1	\$4,000.00	\$4,000.00	\$6,815.00	\$6,815.00
	9	5000.008.000	Provide an emergency eyewash and shower, including the mixing valve, Complete	LS	1	\$3,000.00	\$3,000.00	\$2,638.00	\$2,638.00
	10	5000.009.000	Provide potable, hot water and tempered water piping, including all required valves and fittings, Complete	LS	1	\$5,000.00	\$5,000.00	\$89,849.00	\$89,849.00
	11	5000.010.000	Provide chemical supply and feed piping including all required valves and fittings, Complete	LS	1	\$6,000.00	\$6,000.00	\$72,721.00	\$72,721.00
	12	5000.011.000	Provide the painting work in accordance with the Specification Section 09 90 00, Complete	LS	1	\$3,000.00	\$3,000.00	\$28,321.00	\$28,321.00
	13	5000.012.000	Provide electrical and instrumentation work associated with the chemical storage and feed modifications, Complete	LS	1	\$100,000.00	\$100,000.00	\$97,500.00	\$97,500.00
	14	5000.013.000	Asphalt Concrete Pavement, Complete	LS	1	\$26,000.00	\$26,000.00	\$18,319.00	\$18,319.00
	15	5000.014.000	Concrete Site Work, Complete	LS	1	\$5,500.00	\$5,500.00	\$22,719.00	\$22,719.00
	16	5000.015.000	Landscaping, Complete	LS	1	\$4,000.00	\$4,000.00	\$12,545.00	\$12,545.00
	17	5000.016.000	Chain Link Fence, Complete	LS	1	\$29,000.00	\$29,000.00	\$47,696.00	\$47,696.00
	18	5000.017.000	Temporary Precast Concrete Barrier, Complete	LF	25	\$40.00	\$1,000.00	\$850.44	\$21,261.00
	19	5000.018.000	All other work for Chemical Storage and Feed Modifications, Complete	LS	1	\$134,974.00	\$134,974.00	\$0.00	\$0.00
Base Bid Total:							\$474,474.00		\$555,418.00

Neenah Water Utility - Chemical Storage and Feed Modifications Contract 3512-18-01 Less Outside Work							August Winter & Sons		J. F. Ahern Co. - Fond du Lac	
Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	
Allowances, Section 01 21 00							\$4,000.00		\$4,000.00	
	1	0121.000.000	Allowances, as specified in Specification Section 01 21 00, for the unit price of:	LS	1	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	
Erosion Control							\$474,474.00		\$551,418.00	
Added by TM on 6/22/2018	2	5000.001.000	Provide FRP storage and day tanks for ferric sulfate in accordance with Specification Section 43 41 16.13, Complete	LS	1	\$50,000.00	\$50,000.00	\$47,166.00	\$47,166.00	
	3	5000.002.000	Provide polyethylene storage and day tanks for polymer in accordance with Specification Section 43 41 43, Complete	LS	1	\$35,000.00	\$35,000.00	\$27,450.00	\$27,450.00	
	4	5000.003.000	Provide double wall polyethylene storage and day tanks for HFS acid in accordance with Specification Section 43 41 43.01, Complete	LS	1	\$20,000.00	\$20,000.00	\$13,550.00	\$13,550.00	
	5	5000.004.000	Provide chemical transfer pumps in accordance with Specification Section 46 33 48, Complete	LS	1	\$2,000.00	\$2,000.00	\$14,460.00	\$14,460.00	
	6	5000.005.000	Provide peristaltic chemical pumps and accessories in accordance with Specification Section 46 33 49, Complete	LS	1	\$30,000.00	\$30,000.00	\$27,550.00	\$27,550.00	
	7	5000.006.000	Provide diaphragm chemical pumps and accessories in accordance with Specification Section 46 33 45, Complete	LS	1	\$12,000.00	\$12,000.00	\$858.00	\$858.00	
	8	5000.007.000	Provide a freeze proof emergency eyewash and shower, including the mixing valve, Complete	LS	1	\$4,000.00	\$4,000.00	\$6,815.00	\$6,815.00	
	9	5000.008.000	Provide an emergency eyewash and shower, including the mixing valve, Complete	LS	1	\$3,000.00	\$3,000.00	\$2,638.00	\$2,638.00	
	10	5000.009.000	Provide potable, hot water and tempered water piping, including all required valves and fittings, Complete	LS	1	\$5,000.00	\$5,000.00	\$89,849.00	\$89,849.00	
	11	5000.010.000	Provide chemical supply and feed piping including all required valves and fittings, Complete	LS	1	\$6,000.00	\$6,000.00	\$72,721.00	\$72,721.00	
	12	5000.011.000	Provide the painting work in accordance with the Specification Section 09 90 00, Complete	LS	1	\$3,000.00	\$3,000.00	\$28,321.00	\$28,321.00	
	13	5000.012.000	Provide electrical and instrumentation work associated with the chemical storage and feed modifications, Complete	LS	1	\$100,000.00	\$100,000.00	\$97,500.00	\$97,500.00	
	14	5000.013.000	Asphalt Concrete Pavement, Complete	LS	1	\$0.00	\$0.00	\$0.00	\$0.00	
	15	5000.014.000	Concrete Site Work, Complete	LS	1	\$0.00	\$0.00	\$0.00	\$0.00	
	16	5000.015.000	Landscaping, Complete	LS	1	\$0.00	\$0.00	\$0.00	\$0.00	
	17	5000.016.000	Chain Link Fence, Complete	LS	1	\$0.00	\$0.00	\$0.00	\$0.00	
	18	5000.017.000	Temporary Precast Concrete Barrier, Complete	LF	25	\$0.00	\$0.00	\$0.00	\$0.00	
	19	5000.018.000	All other work for Chemical Storage and Feed Modifications, Complete	LS	1	\$134,974.00	\$134,974.00	\$0.00	\$0.00	
			5000.018.000	Less rough grading of new paved area	LS	1	(\$12,153.00)	(\$12,153.00)	\$0.00	\$0.00
Base Bid Total:							\$396,821.00		\$432,878.00	

Breakdown of Line Item 19							August Winter & Sons		
Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension			
Added by TM on 6/22/2018	19.1	5000.018.000	Bonds	LS	1	\$4,698.00	\$4,698.00		
	19.2	5000.018.000	Misc materials	LS	1	\$10,000.00	\$10,000.00		
	19.3	5000.018.000	Supervision	LS	1	\$10,500.00	\$10,500.00		
	19.4	5000.018.000	Insurance	LS	1	\$12,184.00	\$12,184.00		
	19.5	5000.018.000	Tank and equipment setting	LS	1	\$38,446.00	\$38,446.00		
	19.6	5000.018.000	Tool and equipment rental	LS	1	\$20,523.00	\$20,523.00		
	19.7	5000.018.000	Rough grading of new paved area	LS	1	\$12,153.00	\$12,153.00		
	19.8	5000.018.000	Const office/ trailer rental	LS	1	\$5,000.00	\$5,000.00		
	19.9	5000.018.000	Demo	LS	1	\$5,700.00	\$5,700.00		
	19.10	5000.018.000	Concrete pads	LS	1	\$15,770.00	\$15,770.00		
Line Item Total:							\$134,974.00	\$134,974.00	



M E M O R A N D U M

DATE: July 10, 2018
TO: Anthony Mach – Water Commission
FROM: Assistant City Attorney Adam James VandenHeuvel
RE: Cell Phone Tower Contract

To Whom It May Concern –

I have reviewed the “Third Amendment To Water Tank/Land Lease Agreement” between the city of Neenah and Verizon Wireless. While some of the equipment has changed (as indicated by a different name, or part number), there does not appear to be anything being added to the tower that was not already there or agreed to in prior contracts. The parts that appear to be different or new are not of a character that would justify an increase in price. Below are the agreed to items, and the proposed reinstallation items:

Original

9-Panel Antennas
3-RRUS PCS
3-RRUS AWS
3-Raycap RCMDC
12-7/8” coax
1-1” Hybrid Cable
6- Diplexers
6- TMAs

Reinstallation

9-Panel Antennas
3-RRUS PCS
3-RRUS AWS
3-Raycap RCMDC
6-7/8” coax
3-1” Hybrid Cable

As stated above, while some specs have changed on the proposed items for reinstallation, that should be expected as it is now three years later and technological changes and advancements should be expected.

An appropriate motion would be to recommend that commission approve the “Third Amendment To Water Tank/Land Lease Agreement.”

THIRD AMENDMENT TO WATER TANK/LAND LEASE AGREEMENT

This Third Amendment to Water Tank/Land Lease Agreement (this "Third Amendment") is made this _____ day of _____, 2018, by and between the City of Neenah, a Wisconsin municipal corporation ("Lessor") and Alltel Communications Wireless of Louisiana, Inc. d/b/a Verizon Wireless ("Lessee"), successor-in-interest to Appleton-Oshkosh-Neenah MSA Limited Partnership.

WITNESSETH:

WHEREAS, the Lessor and Lessee's predecessor-in-interest, Appleton-Oshkosh-Neenah MSA Limited Partnership, entered into that certain Water Tank/Land Lease and Option Agreement dated June 11, 1999, as amended by that certain First Amendment to Tower Site Agreement dated August 1, 2002, and as further amended by that certain Second Amendment to Water Tank/Land Lease Agreement dated May 18, 2015 (collectively, the "Agreement"), which provides for the location, installation and operation of Lessee's communications facility at the real property and on the water tank ("Water Tower") owned by Lessor located at County Trunk Highway G, City of Neenah, County of Winnebago, State of Wisconsin (the "Property"); and

WHEREAS, the Lessor and Lessee desire to amend the Agreement as provided herein;

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Lessor and Lessee agree to be legally bound to this Third Amendment as follows:

1. The Water Tower was recently painted pursuant to the terms of the Second Amendment. When the Lessee re-attaches its equipment to the Water Tower under this Third Amendment, Lessee shall be permitted to make the equipment additions or removals necessary to configure Lessee's equipment as shown on Exhibit C-2 of this Third Amendment ("Exhibit C-2"), which is incorporated herein by this reference. Lessor and Lessee agree and acknowledge that as of the date this Third Amendment is fully executed, Exhibit C-2 shall replace Exhibit C-1 of the Agreement in its entirety and shall replace all other descriptions of Lessee's equipment in the Agreement.
2. Lessor and Lessee agree and acknowledge that Lessee's monthly rent shall not increase as a result of this Third Amendment and shall continue to be paid in accordance with the terms and conditions of the Agreement.
3. Unless otherwise provided herein, all defined terms shall have the same meaning as ascribed to such terms in the Agreement.
4. In the event of any conflict or inconsistency between the terms of this Third Amendment and the Agreement, the terms of this Third Amendment shall govern and control.
5. Except as otherwise provided for in this Third Amendment, the Agreement shall remain in full force and effect in accordance with the original terms of the Agreement.

[Signatures Appear on the Next Page]

IN WITNESS WHEREOF, the parties have executed this Third Amendment as of the date indicated above.

LESSOR:

City of Neenah

WITNESSES:

By: _____

By: _____

Print Name: _____

Name: _____

By: _____

Title: _____

Print Name: _____

Date: _____

DRAFT

LESSEE:

**Alltel Communications Wireless of
Louisiana, Inc. d/b/a Verizon Wireless**

WITNESSES:

By: _____

By: _____

Print Name: _____

Name: _____

By: _____

Title: _____

Print Name: _____

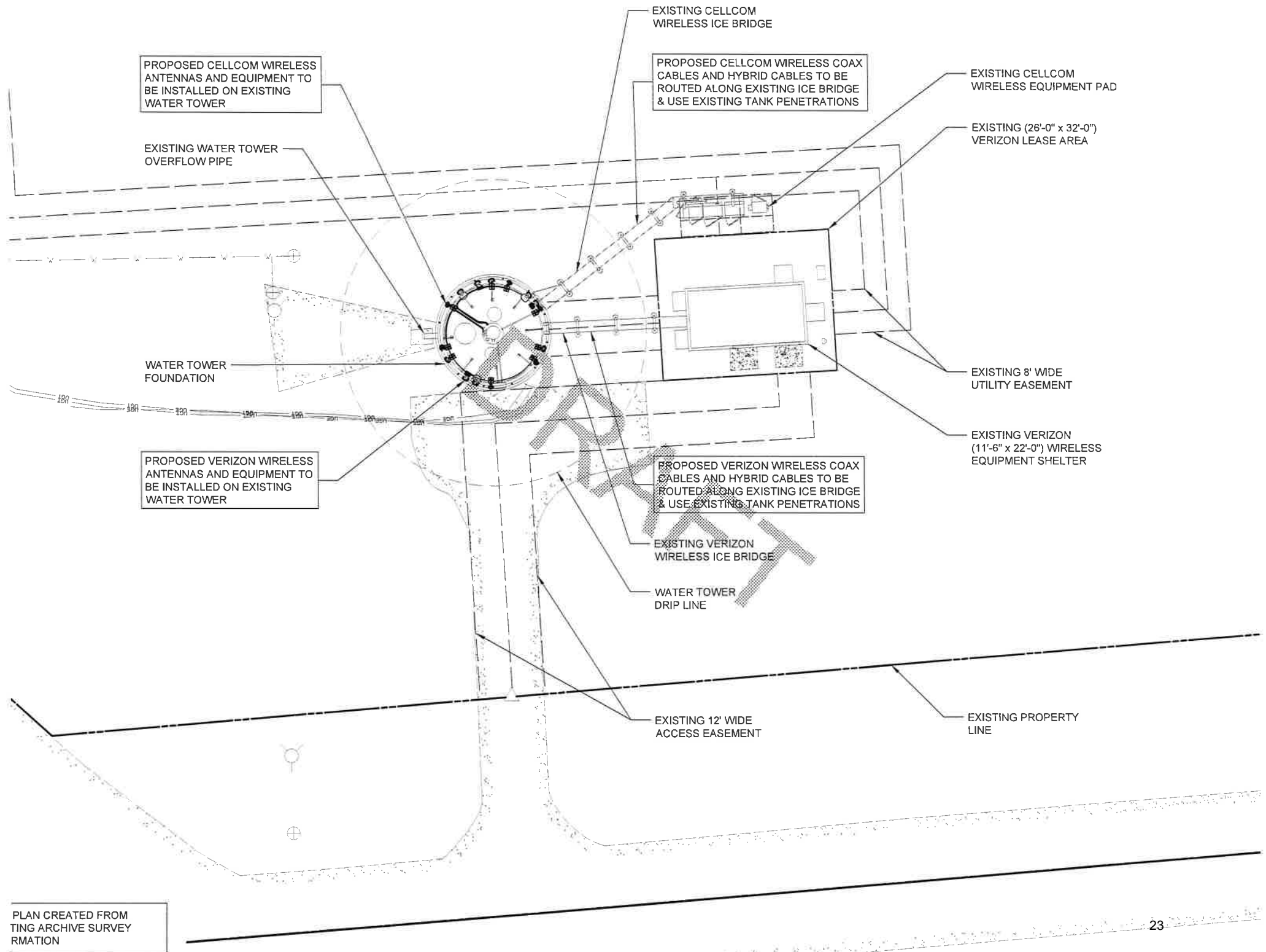
Date: _____

EXHIBIT C-2

Lessee's Equipment on the Premises

[See attached construction drawings on next five (5) pages]

DRAFT



PROPOSED CELLCOM WIRELESS ANTENNAS AND EQUIPMENT TO BE INSTALLED ON EXISTING WATER TOWER

PROPOSED CELLCOM WIRELESS COAX CABLES AND HYBRID CABLES TO BE ROUTED ALONG EXISTING ICE BRIDGE & USE EXISTING TANK PENETRATIONS

EXISTING CELLCOM WIRELESS EQUIPMENT PAD

EXISTING WATER TOWER OVERFLOW PIPE

EXISTING (26'-0" x 32'-0") VERIZON LEASE AREA

WATER TOWER FOUNDATION

EXISTING 8' WIDE UTILITY EASEMENT

PROPOSED VERIZON WIRELESS ANTENNAS AND EQUIPMENT TO BE INSTALLED ON EXISTING WATER TOWER

PROPOSED VERIZON WIRELESS COAX CABLES AND HYBRID CABLES TO BE ROUTED ALONG EXISTING ICE BRIDGE & USE EXISTING TANK PENETRATIONS

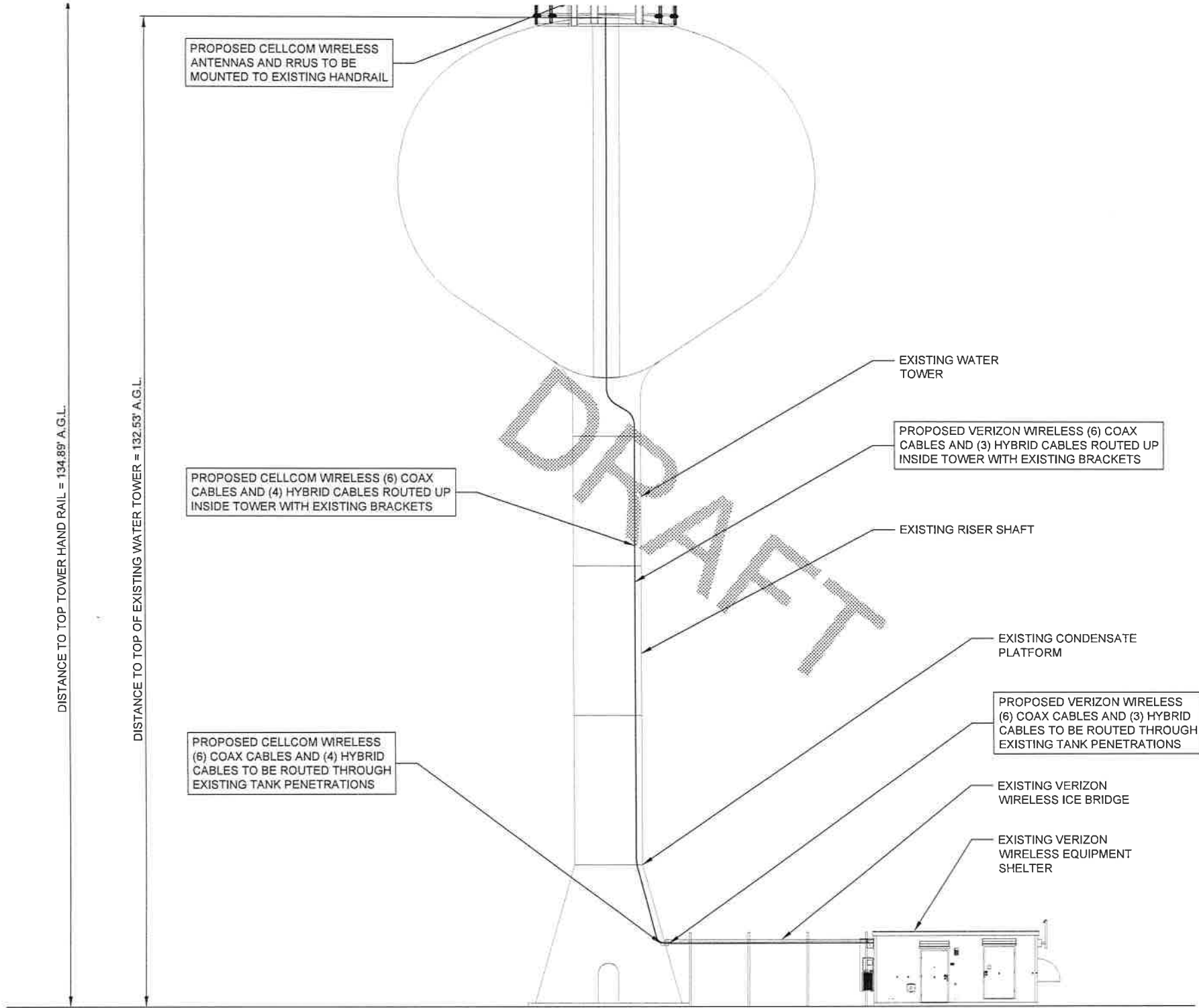
EXISTING VERIZON (11'-6" x 22'-0") WIRELESS EQUIPMENT SHELTER

EXISTING VERIZON WIRELESS ICE BRIDGE

WATER TOWER DRIP LINE

EXISTING 12' WIDE ACCESS EASEMENT

EXISTING PROPERTY LINE



PROPOSED CELLCOM WIRELESS ANTENNAS AND RRUS TO BE MOUNTED TO EXISTING HANDRAIL

PROPOSED CELLCOM WIRELESS (6) COAX CABLES AND (4) HYBRID CABLES ROUTED UP INSIDE TOWER WITH EXISTING BRACKETS

PROPOSED CELLCOM WIRELESS (6) COAX CABLES AND (4) HYBRID CABLES TO BE ROUTED THROUGH EXISTING TANK PENETRATIONS

EXISTING WATER TOWER

PROPOSED VERIZON WIRELESS (6) COAX CABLES AND (3) HYBRID CABLES ROUTED UP INSIDE TOWER WITH EXISTING BRACKETS

EXISTING RISER SHAFT

EXISTING CONDENSATE PLATFORM

PROPOSED VERIZON WIRELESS (6) COAX CABLES AND (3) HYBRID CABLES TO BE ROUTED THROUGH EXISTING TANK PENETRATIONS

EXISTING VERIZON WIRELESS ICE BRIDGE

EXISTING VERIZON WIRELESS EQUIPMENT SHELTER

DISTANCE TO TOP TOWER HAND RAIL = 134.89' A.G.L.

DISTANCE TO TOP OF EXISTING WATER TOWER = 132.53' A.G.L.

DRAFT

EQUIPMENT CHANGE REQUEST FORM- ECR

Engineer: Mustafa Siam/Appleton
 Cell ID: 489
 Address: 2492 Tower View Dr
 City/State/Zip: Neenah, WI

PROPOSED CONFIGURATION

Antenna Manufacturer	Antenna Model	Antenna Serial Number	Centerline	Azimuth	Configuration		Action
					Variable Tilt	Mechanical Tilt	
Andrew	DBXNH-6562B-VTM		138	105	2	0	Unchanged
CommScope	NHH-656R2B		138	50	4	0	Change
					0	0	
					0	0	
CommScope	NHH-656R2B		138	50	4	0	Change
					0	0	
					0	0	
Andrew	DBXNH-6562B-VTM		138	225	4	0	Unchanged
CommScope	NHH-656R2B		138	200	0	0	Change
					0	0	
					0	0	
CommScope	NHH-656R2B		138	200	0	0	Change
					0	0	
					0	0	
Andrew	DBXNH-6562B-VTM		138	345	5	0	Unchanged
CommScope	NHH-656R2B		138	120	4	0	Change
					3		
CommScope	NHH-656R2B		138	120	4	0	Change
					3		

Diplex	Top (Platform)	Andrew	ATSBT-TOP-MF (Bias-T)	3	
	Bottom (Shelter)	Andrew	ATSBT-BOTTOM-FM (Bias-T)	3	
Coax	Sector	Coax Manufacturer	Type	Size	Count
	Alpha	ANDREW		7/8	4
	Beta	ANDREW		7/8	4
	Gamma	ANDREW		7/8	4
	Hybrid Cable	Andrew	RF-A 1206-24S26	1	1

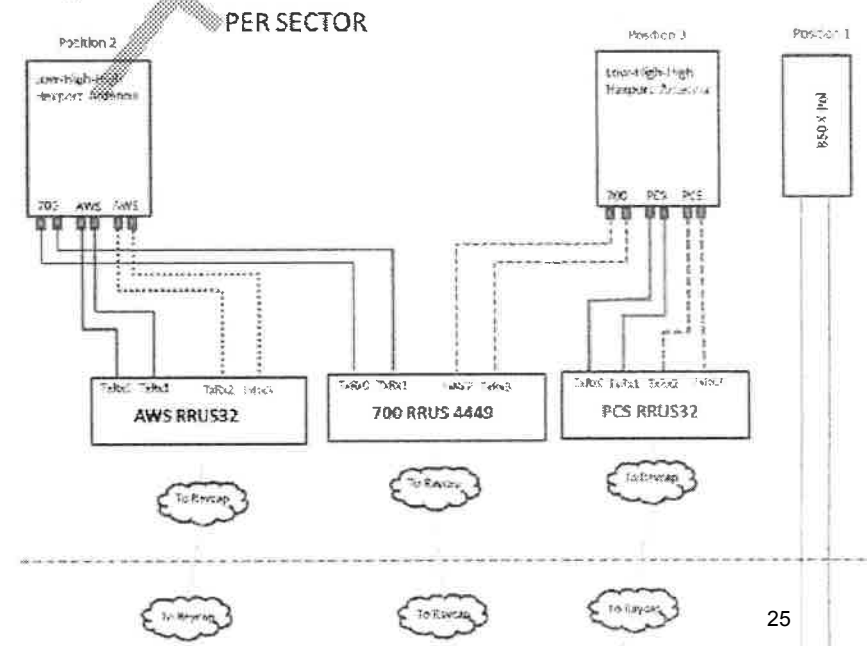
Proposed					
Passive Components	Location	Manufacturer	Component Model	Count	Action
	Top (Platform)	Encsson	RRUS 32-PCS	3	Inst all
	Top (Platform)	Encsson	RRUS 32-AWS	3	Inst all
	Top (Platform)	Encsson	RRUS 4449	3	Inst all
	Top (Platform)	Encsson	RRUS 42-AWS	3	Remove
	Top (Platform)	Raycap	RCMDC-3315-PF-48	1	Existing
	Top (Platform)	Raycap	RCMDC-3315-PF-48	2	Inst all
	Top (Platform)	Raycap	RCMDC-1064-PF-48	2	Remove
	Top (Platform)	Andrew	ATSBT-TOP-MF (Bias-T)	3	Remove
	Bottom (Shelter)	Raycap	RCMDC-3315-PF-48	1	Existing
	Bottom (Shelter)	Raycap	RCMDC-3315-PF-48	2	Instal
Bottom (Shelter)	Andrew	ATSBT-BOTTOM-FM (Bias-T)	3	Remove	

Coax	Sector	Coax Manufacturer	Type	Size	Count	Action
	Alpha	ANDREW		7/8	2	Remove 2
	Beta	ANDREW		7/8	2	Remove 2
	Gamma	ANDREW		7/8	2	Remove 2
	AWS	Andrew	RF-A 1206-24S26	1	2	Inst all
	AWS	Andrew	RF-A 1205-24S25	1	1	Existing

Comments

REMOVE BIAS T's. RET will be via Internal Bias-T antennas

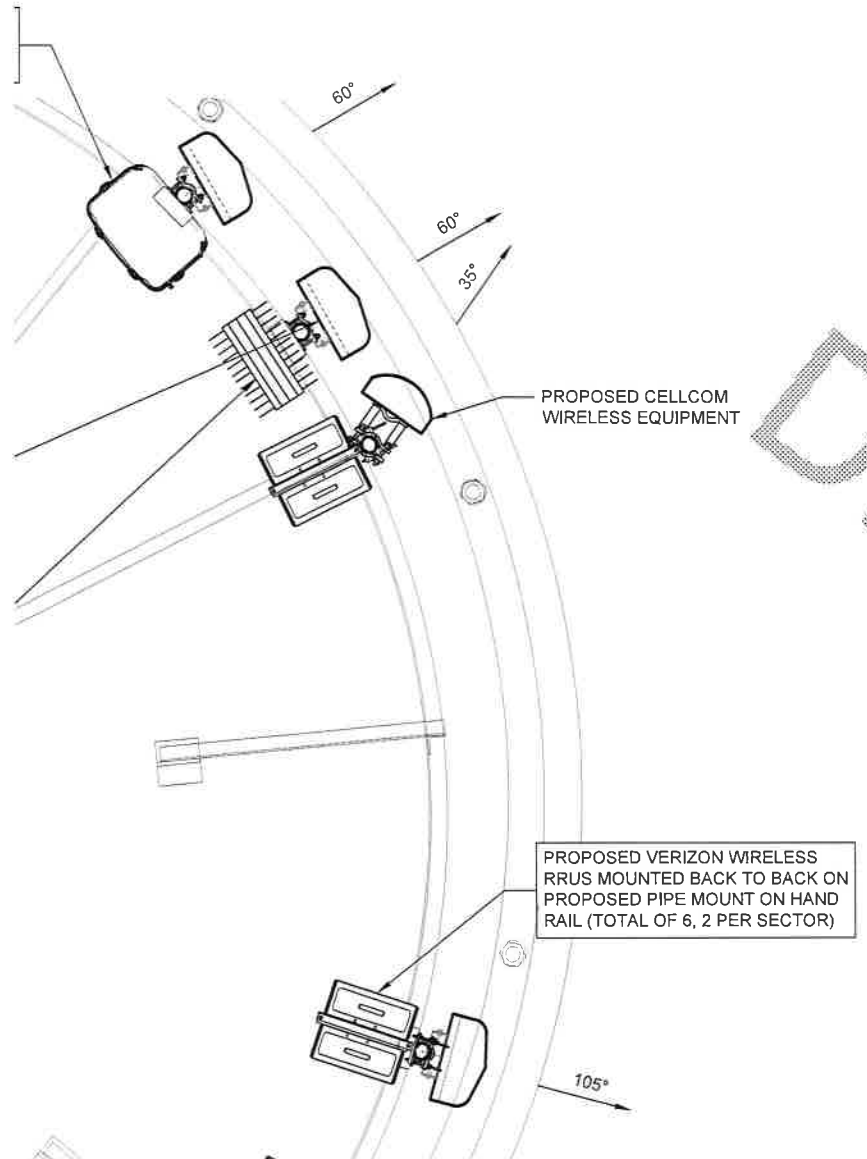
2 COMBINER CABLE DATA INFORMATION
N.T.S.



TO BE REMOVED

3 & PROPOSED RF

CAP JUNCTION BOX



1 PROPOSED ANTENNA LAYOUT (ALPHA SECTOR)
N.T.S.

PROPOSED CELLCOM WIRELESS EQUIPMENT

PROPOSED VERIZON WIRELESS ANTENNAS MOUNTED ON PROPOSED PIPE MOUNT ON HAND RAIL (TOTAL OF 9, 3 PER SECTOR)

PIPE MOUNT ON H (TOTAL OF 3, 1 PER SECTOR)

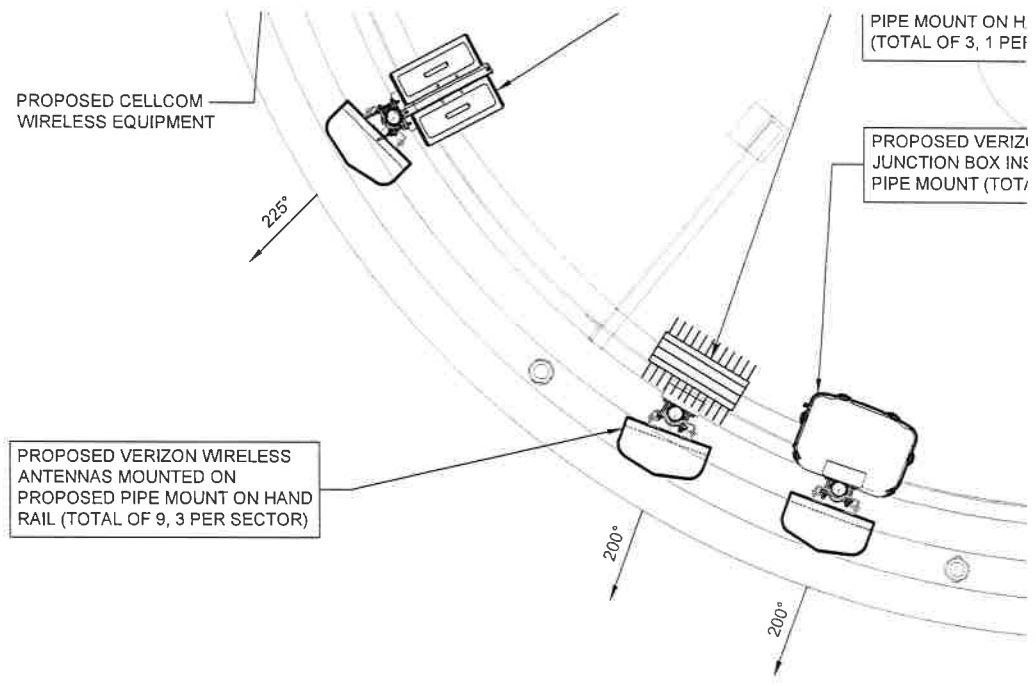
PROPOSED VERIZON WIRELESS RAYCAP JUNCTION BOX INSTALLED ON EXISTING PIPE MOUNT (TOTAL OF 3, 1 PER SECTOR)

PROPOSED VERIZON WIRELESS ANTENNAS MOUNTED ON PROPOSED PIPE MOUNT ON HAND RAIL (TOTAL OF 9, 3 PER SECTOR)

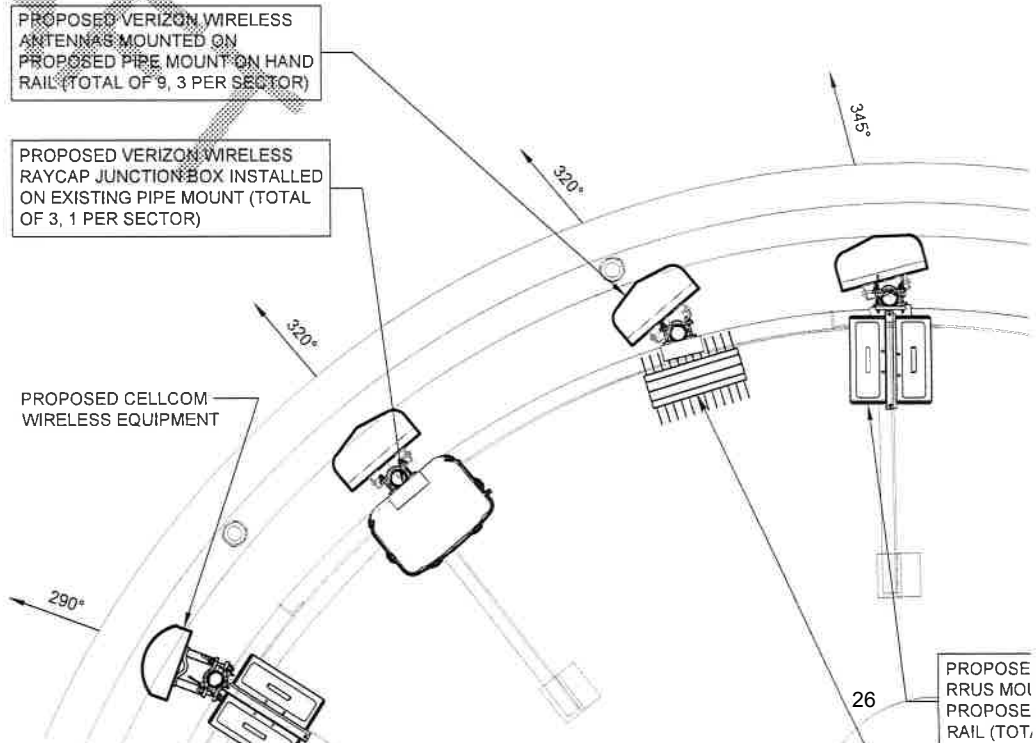
PROPOSED VERIZON WIRELESS RAYCAP JUNCTION BOX INSTALLED ON EXISTING PIPE MOUNT (TOTAL OF 3, 1 PER SECTOR)

PROPOSED CELLCOM WIRELESS EQUIPMENT

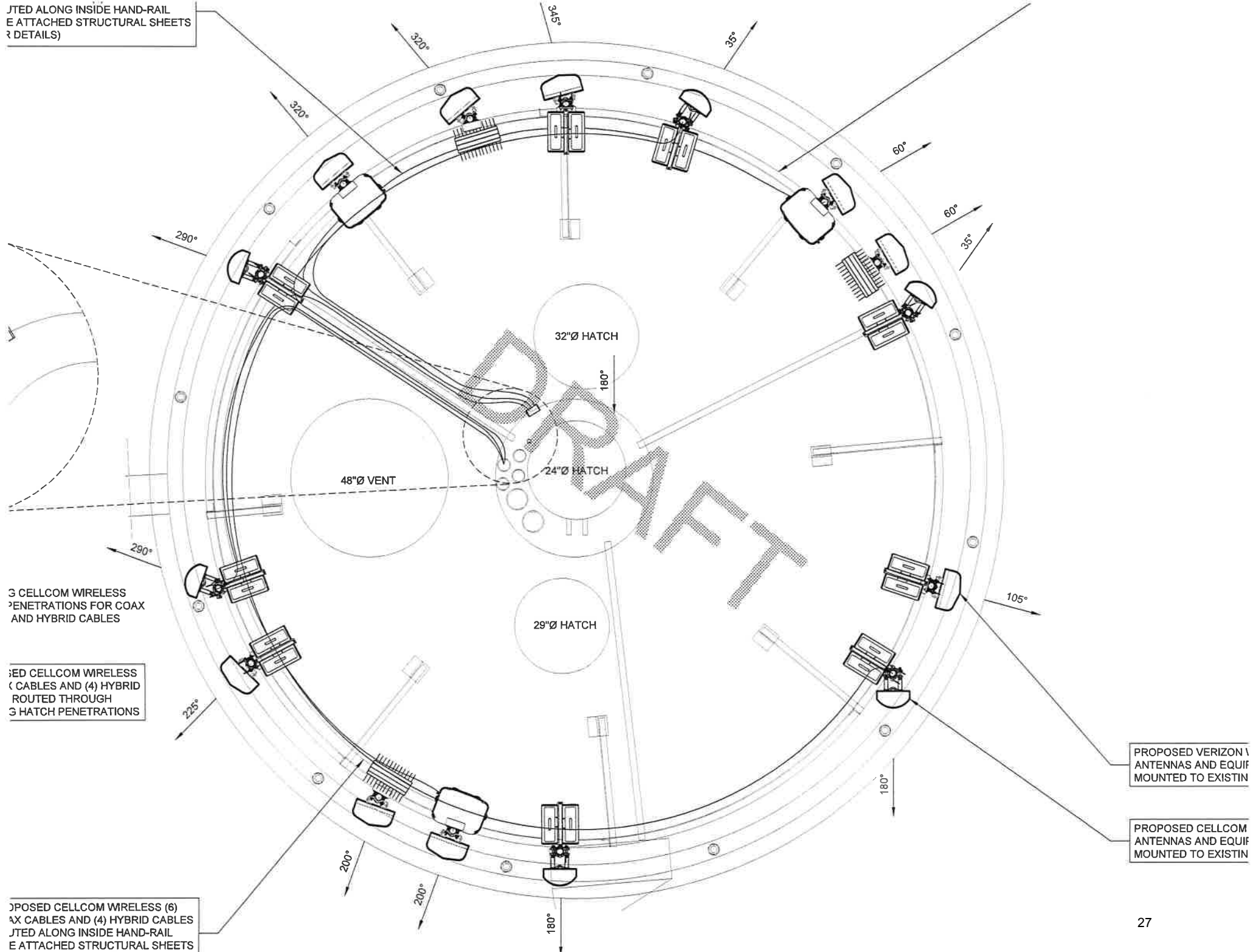
PROPOSED VERIZON WIRELESS RRUS MOUNTED BACK TO BACK ON PROPOSED PIPE MOUNT ON HAND RAIL (TOTAL OF 6, 2 PER SECTOR)



2 PROPOSED ANTENNA LAYOUT (BETA SECTOR)
N.T.S.



ATTACHED ALONG INSIDE HAND-RAIL
(SEE ATTACHED STRUCTURAL SHEETS
& DETAILS)



3 CELLCOM WIRELESS
PENETRATIONS FOR COAX
AND HYBRID CABLES

3 PROPOSED CELLCOM WIRELESS
(6) COAX CABLES AND (4) HYBRID
CABLES ROUTED THROUGH
3 HATCH PENETRATIONS

PROPOSED CELLCOM WIRELESS (6)
COAX CABLES AND (4) HYBRID CABLES
ATTACHED ALONG INSIDE HAND-RAIL
(SEE ATTACHED STRUCTURAL SHEETS
& DETAILS)

PROPOSED VERIZON
ANTENNAS AND EQUIP
MOUNTED TO EXISTING

PROPOSED CELLCOM
ANTENNAS AND EQUIP
MOUNTED TO EXISTING

**Interim Director's / Supervisor's Report
July 16, 2018**

1. Non- Billable Water Report (March, April, May) 2.17% up from -2.97% (February, March, April).
2. Towerview Drive Water Tower Project Update: Tower is online and fully operational. Tower lessees have been notified.
3. Sludge Lagoon Update: Contract 1-18W is currently advertised in Post Crescent and online at Quest CDN.
4. Lead and Copper Sampling Update: Twenty-eight of the thirty required samples have been received.
5. Contract 1-18 Update
6. Contract 2-18 Update
7. Additional Expenditure Update:
 - Pneumatic Shoring
 - Water Service Replacement
 - Meters
8. The next Water Commission Meeting is scheduled for August 20, 2018.

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

**THREE MONTH TOTALS
(1000 GALLONS)**

<i>USAGE PERIOD</i>	<i>RAW WATER</i>	<i>FINISHED WATER</i>	<i>BILLED WATER</i>	<i>UNBILLED ACCOUNTED</i>	<i>% UNBILLED</i>
CURRENT THREE MONTHS (March, April, May)	277,000	265,740	209,126	51,973	2.17%
MOST RECENT THREE MONTHS (February, March, April)	259,810	249,390	211,302	44,180	-2.97%
1 YEAR AGO (March, April, May)	270,120	258,760	217,166	13,495	11.46%

**DAILY AVERAGE
(MGD)**

<i>USAGE PERIOD</i>	<i>RAW WATER</i>	<i>FINISHED WATER</i>
May-18	3.35	3.21
April-18	2.86	2.71
May-17	3.24	3.14