

# REVISED AGENDA

## NEENAH WATER UTILITY WATER COMMISSION MEETING

*Monday, June 18, 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 Special Meeting Minutes for May 22, 2018 (Attachment)
2. Approve Special Meeting Minutes for June, 12, 2018 (Attachment)
3. Approve the Invoices for May 2018 (Attachment)
4. Appearances
5. Old/New Business
  - A. Update on open Director's Position
  - B. The Commission will convene into closed session pursuant to Wis. Stat. sec. 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.
  - C. The Commission will reconvene in open session to take action:
    1. On any revisions needed to the Director's position description and
    2. Stipends for existing staff during Director's vacancy.
  - D. Discussion and Consideration of Possible Action on Professional Review of Water Utility Structure
  - E. Approve BPW Recommendation to Differ Water Plant Chemical Delivery, Storage and Feed System Modification Contract 3512-18-01 for \$77,653.00
  - F. Interim Director's/Supervisor's Report (Attachment)
  - G. Storm Water Report (Attachment)
  - H. Any Other Business That May Legally Come Before the Commission
  - I. 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](mailto: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

May 22, 2018

The Hauser Room, City Hall

**Present:** President Kaufert, Commissioners, Smaby, Schmeichel, Boyette, Lang, Director Taylor.

**Excused:** None

**Also Present:** Human Resource Director Barber, Finance Director Easker, Information Services Director Wenninger, Distribution Manager Nevers, Assistant Comptroller Kahl, and Jodi Dobson representing Baker Tilly Virchow Krause, LLP.

Mayor Kaufert called the meeting to order at 4:34 p.m.

Minutes April 2018 – Following discussion, **M.S.C. Smaby/Lang to approve the April 16, 2018, Regular Meeting Minutes.** All voting aye.

Invoices April 2018 – Following discussion, **M.S.C. Schmiechel/Smaby to approve the invoices for April 2018.** All voting aye.

Appearances – Distribution Manager Damian Nevers formally met the Water Commission.

Enterprise Resource Planning (ERP) Update – Information Systems Director Wenninger updated the Commission on the recent site visit to the City of Fond du Lac to evaluate the Superior ERP Software. Staff will be attending Superior's User Conference in early June to gain additional insight about the software. The total cost of the software is approximately \$129,000.00, and equally shared between the storm water utility, the sanitary sewer utility, and the water utility.

Annual Utility Audit Report – Presented by Jodi Dobson of Baker Tilly, Madison, WI. Ms. Dobson explained the annual audit process performed for the Water Utility. Ms. Dobson identified the deliverable reports associated with the 2017 audit. The reports include Communication to those Charged with Governance and Management, the Financial Audit Summary, and the Report to The Water Commission.

Highlights of the Communication to those Charged with Governance and Management report include increased income for 2017, an increase in operating revenues from public fire protection, and decreased operating expenses. The Utility's annual rate of return of 7.37% is the highest it has been in five years. The Utility has not had a water rate increase since 2011, and present operations should allow that trend to continue.

The Financial Audit Summary identified an increase of total current assets for 2017 and a decrease in total current liabilities. Long-term debt obligations decreased at the end of 2017 with the retirement of revenue bonds from the years 1996, 1998, and 2000.

The Report to the Water Commission showed an increase in water sales of .5% in 2017, an annual rate of return of 7.37%, debt coverage of 2.12, and increase in

**Page 2 of 3**  
**Water Commission Minutes**  
**May 22, 2018**

Unrestricted funds on hand, with debt continuing to decrease in relation to Net Mass Plant. Overall, the Utility is in good financial shape.

Following discussion, **M.S.C. Smaby/Boyette to accept and place on file the 2017 Annual Utility Audit Report.** All voting aye.

2017 – 4<sup>th</sup> Quarter Financial Report - Assistant Comptroller Kahl presented the reports. This report is the source of information for the 2017 Annual Utility Audit and not redundantly discussed.

2018 – 1<sup>st</sup> Quarter Financial Report - Assistant Comptroller Kahl presented the reports. Highlights of the Income Statement include an increase in net revenues and income for the period, with a decrease in operating expense.

Highlights of the Balance Sheet include a decrease in total assets and a decrease in total liabilities.

Following discussion – **M.S.C. Smaby/Schmeichel to accept the 2017 4<sup>th</sup> Quarter and the 2018 1<sup>st</sup> Quarter Financial Reports.** All voting aye.

Approval of the Updated Personnel Rules for Water Utility Employees – Director Taylor presented the updated Water Utility Personnel Rules. The change to the policy focused on clarification of the clothing allowance for employees.

Following discussion, **M.S.C. Smaby/Boyette to approve the updated Personnel Rules for Water Utility Employees.** All voting aye.

**M.S.C. Boyette/Smaby to move Item IV. F. back after Item IV. G. on the agenda.** All voting aye.

Director's Report

1. Non-Billable Water Report (January, February, March) 4.32% down from (December, January, February) 12.09%.
2. Pay Estimate #1 for Contract 1-18 Miscellaneous Sewer, Water Main, and Street Construction on Andrew Ave, Richard Ave, Whiting Ct, and Geiger Street (\$93,456.25) to David Tenor Corporation of Green Bay for the Water Utility portion of the contract was submitted and has been approved by the Board of Public Works.
3. Pay Estimate #2 for Contract 1-18 Miscellaneous Sewer, Water Main, and Street Construction on Andrew Ave (\$84,322.00), Richard Ave (\$86,681.04), Whiting Ct, and Geiger Street (\$29,765.88) to David Tenor Corporation of Green Bay for the Water Utility portion of the contract was submitted and has been approved by the Board of Public Works.

**Page 3 of 3**  
**Water Commission Minutes**  
**May 22, 2018**

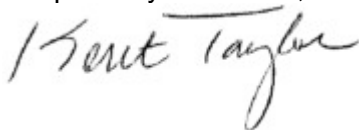
4. The Utility is not able to apply to the PSCW for the Simplified Rate Case Application for 2017. The Utility has not had a formal rate case application since 2010.
5. The Towerview Drive Water Tower Project is progressing on time. If the weather cooperates, the project should substantially be complete by July.
6. Bids for the Chemical Feed and Delivery System Project came in over budget. Recommendations will be made to the Commission at the next regularly scheduled Commission meeting.
7. The Open Distribution Technician I (DMTI) Position has been filled.
8. The next Water Commission Meeting is scheduled for Monday, June 18, 2018.

**M.S.C. Boyette/Schmeichel to convene into closed session pursuant to Wis. Stat. § 19.85 (1) (c) for the purpose of considering employment, promotion, compensation or performance, evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. All voting Aye**

Reconvene in Open Session – The Commission reconvened at 6:15 p.m.

Adjournment – **M.S.C. Schmeichel/Smaby to adjourn at 6:30 p.m.** All voting aye.

Respectfully submitted,



Kent Taylor, Director  
Neenah Water Utility

## MINUTES OF THE NEENAH WATER WORKS COMMISSION

Special Meeting

June 12, 2018

Council Chambers, City Hall

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

**Excused:** None

**Also Present:** Human Resource Director Barber, Distribution Manager Nevers, Water Utility Administrative Assistant Frazier, and Water Treatment Manager Mach.

Mayor Kaufert called the meeting to order at 4:17 p.m.

Appearances – None.

Update and General Discussion on the Water Utility Director Resignation – Kent Taylor's last day was June 8<sup>th</sup>, 2018. Mayor Kaufert thanked Mr. Taylor for his service to the Utility. The Mayor wished Mr. Taylor the best in his position with Little Chute.

Discussion on Possible Options for Water Utility Operations During Interim Period – The Mayor presented possibilities for an interim director until the vacancy can be filled. Options were discussed and everyone present had the opportunity to present their opinions. The Mayor suggested that a nationwide search be performed. The Mayor offered to perform some of the duties of the director on a temporary basis. Dir. Barber suggested that it may take 60 days to recruit and hire a new director.

**M.S.C. Smaby/Schmeichel to convene into closed session pursuant to Wis. Stat. § 19.85 (1) (c) for the purpose of considering employment, promotion, compensation or performance, evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. All voting Aye**

Reconvene in Open Session – The Commission reconvened at 4:50 p.m.

Possible Action to Advertise and Fill Water Utility Director Position – The commission discussed the options available and for short-term plans for the utility.

Following discussion, **M.S.C. Boyette/Lang to direct Director Barber to advertise and fill the position of Utility Director.** All voting aye.

Following discussion, **M.S.C. Smaby/Schmeichel to appoint Mayor Kaufert to act as Interim Utility Director on a temporary basis.** All voting aye.

**Adjournment – M.S.C. Smaby/Schmeichel to adjourn at 5:00 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach, Water Treatment Manager  
Neenah Water Utility

**WATER UTILITY CASH ACTIVITY**  
**May 2018**

Cash Balance May 1, 2018		\$1,697,594
Cash Receipts		
Water Collection Receipts	491,703	
Other Water Receipts	<u>10,432</u>	
		502,134
Cash Distributions		
Check Register	308,046	
P-Card Register	4,859	
Debt Service	203,161	
Reserves	30,250	
Disbursements to the City	<u>166,635</u>	
		<u>712,951</u>
Cash Balance May 31, 2018		<u><u>1,486,777</u></u>

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**MAY DISBURSEMENTS TO THE CITY**

Payroll	126,422
Payroll Benefits	36,829
Vehicle Fuel & Fluids	1,008
Vehicle Maintenance	213
IS Services	2,148
Postage	<u>16</u>
<b>Total May Disbursements to the City</b>	<u><u>166,635</u></u>

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**REPLACEMENT FUND RESERVES AS OF MAY 2018**

Sludge Lagoon	\$2,312,349
Vehicles	150,441
Painting Towers	272,072
Painting Hydrants	<u>40,000</u>
<b>Total Replacement Fund Reserves</b>	<u><u>\$2,774,862</u></u>

VENDOR NAME	CHECK #	CHECK DATE	TRANS INV#	CODE	ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT	DEPARTMENT
BADGER METER INC	44681	05/03/2018	1225625	AP	400-0402-770-6760	METER TEST 4" METER	175.35	Other
						CHECK TOTAL -	175.35	
BERGSTROM AUTOMOTIVE	44682	05/03/2018	18457	AP	400-0000-207-0399	2018 RAM TRUCK	20,314.50	Maintenance Ren
	44682	05/03/2018	18457	AP	400-0000-207-0399	2018 RAM TRUCK	20,314.50	Maintenance Ren
						CHECK TOTAL -	.00	
CORE & MAIN LP	44683	05/03/2018	I642245	AP	400-0402-770-6760	METER HORNS	848.00	Other
						CHECK TOTAL -	848.00	
WATER REFUND VENDOR	44688	05/03/2018	WATER/RE	AP	400-0000-117-4201	REF CR BAL 15-00513-00-07 518 ELM ST	115.43	Maintenance Ren
						CHECK TOTAL -	115.43	
GRAYMONT CAPITAL INC	44690	05/03/2018	110112RI	AP	400-0401-770-6410	HYDRATED LIME	3,063.62	Other
	44690	05/03/2018	110374RI	AP	400-0401-770-6410	HYDRATED LIME	3,227.94	Other
						CHECK TOTAL -	6,291.56	
GUENTHER SUPPLY INC	44691	05/03/2018	801260	AP	400-0402-770-6520	PVC PIPE	83.30	Other
	44691	05/03/2018	801436	AP	400-0402-770-6520	CHECK VALVES	156.23	Other
						CHECK TOTAL -	239.53	
WATER REFUND VENDOR	44706	05/03/2018	WATER/RE	AP	400-0000-117-4201	REF CR BAL 35-00079-93-02 251 E BELL ST	116.73	Maintenance Ren
						CHECK TOTAL -	116.73	
WATER REFUND VENDOR	44709	05/03/2018	WATER/RE	AP	400-0000-117-4201	REF CR BAL-VARIOUS ACCTS TULLAR RD APTS	620.33	Maintenance Ren
						CHECK TOTAL -	620.33	
ROBERT E LEE & ASSOCIATES INC	44711	05/03/2018	73627	AP	400-0000-207-0401	MAR PROFESSIONAL SVCS - GIS	4,756.08	Maintenance Ren
						CHECK TOTAL -	4,756.08	
RUEKERT & MIELKE INC	44712	05/03/2018	122729	AP	400-0402-770-6510	JAN-MAR SVCS - LAGOON SURVEY	1,404.12	Other
						CHECK TOTAL -	1,404.12	
WERNER ELECTRIC SUPPLY COMPANY	44725	05/03/2018	S5478191	AP	400-0402-770-6520	FIRE BARRIERS	33.24	Other
	44725	05/03/2018	S5478191	AP	400-0402-770-6520	STRUT CHANNELS	138.09	Other
						CHECK TOTAL -	171.33	

VENDOR NAME	CHECK #	CHECK DATE	TRANS INV#	CODE	ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT	DEPARTMENT
WRWA	44728	05/03/2018	RECKNER	AP	400-0401-770-9270	CROSS CONNECTION COURSE RECKNER 6/12-14	575.00	Other
	44728	05/03/2018	READER	AP	400-0401-770-9270	CROSS CONNECTION COURSE READER 6/12-14	575.00	Other
CHECK TOTAL -							1,150.00	
DAVID TENOR CORPORATION	44729	05/10/2018	CN1-18 #	AP	400-0000-207-0388	CN1-18 WATER MAIN-ANDREW (GEIGER TO MAIN)	84,322.00	Maintenance Ren
	44729	05/10/2018	CN1-18 #	AP	400-0000-207-0389	CN1-18 WATER MAIN-RICHARD (GEIGER TO MAIN)	86,681.04	Maintenance Ren
	44729	05/10/2018	CN1-18 #	AP	400-0000-207-0390	CN1-18 WATER MAIN-GEIGER (GREEN BAY TO WESTERN)	29,765.88	Maintenance Ren
CHECK TOTAL -							200,768.92	
DIVERSIFIED BENEFIT SERVICES I	44730	05/10/2018	261579	AP	400-0401-770-9260	MAY SERVICES - HRA-WATER	66.40	Other
	CHECK TOTAL -							66.40
GRAYMONT CAPITAL INC	44739	05/10/2018	110649RI	AP	400-0401-770-6410	HYDRATED LIME	3,286.40	Other
	CHECK TOTAL -							3,286.40
PUBLIC SERVICE COMMISSION OF	44764	05/10/2018	1803I040	AP	400-0000-207-0373	MAR SVCS - CHEM STORAGE & FEED SYSTEM	144.22	Maintenance Ren
	CHECK TOTAL -							144.22
WE ENERGIES	44782	05/10/2018	447772	AP	400-0401-770-6230	PUMPING - ELECTRIC MAR - APR	9,179.88	Other
	44782	05/10/2018	447772	AP	400-0401-770-6260	PUMPING - HEAT MAR - APR	1,539.62	Other
	44782	05/10/2018	447772	AP	400-0401-770-6420	WATER TREATMENT-HEAT MAR - APR	4,059.01	Other
	44782	05/10/2018	447772	AP	400-0401-770-6430	WATER TREATMENT-ELECTRIC MAR - APR	3,530.72	Other
	44782	05/10/2018	447772	AP	400-0401-770-6610	WATER TOWER - ELECTRIC FEB - APR	832.10	Other
	44782	05/10/2018	447772	AP	400-0401-770-6630	METER SVC-ELECTRIC & HEAT MAR - APR	237.29	Other
	44782	05/10/2018	447772	AP	400-0401-770-6650	DIST - ELECTRIC & HEAT MAR - APR	2,135.56	Other
	CHECK TOTAL -							21,514.18
WRWA	44790	05/10/2018	MACH	AP	400-0401-770-9270	CROSS CONNECTION CONTROL SURVEYING 6/12-14	575.00	Other
	44790	05/10/2018	SWEDBERG	AP	400-0401-770-9270	CROSS CONNECTION CONTROL SURVEYING 6/12-14	575.00	Other
CHECK TOTAL -							1,150.00	



VENDOR NAME	CHECK #	CHECK DATE	TRANS INV#	CODE	ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT	DEPARTMENT
BADGER METER INC	44795	05/17/2018	1228913	AP	400-0000-207-0384	WATER METER (4")	428.67	Maintenance Ren
	44795	05/17/2018	1229265	AP	400-0000-207-0384	METER FOR KIMBERLY CLARK X-MILL	1,350.49	Maintenance Ren
CHECK TOTAL -							1,779.16	
BAKER TILLY VIRCHOW KRAUSE LLP	44796	05/17/2018	BT125990	AP	400-0401-770-9232	AFR SERVICES - 2017 FINANCIAL AUDIT	1,200.00	Other
	CHECK TOTAL -							1,200.00
DIGGERS HOTLINE INC	44802	05/17/2018	18042580	AP	400-0401-770-6620	AFR TICKETS	138.50	Other
	CHECK TOTAL -							138.50
MICHELS MATERIALS	44814	05/17/2018	350632	AP	400-0402-770-6730	GRAVEL	249.74	Other
	CHECK TOTAL -							249.74
BADGER METER INC	44844	05/24/2018	1230984	AP	400-0402-770-6760	METER TESTING	246.92	Other
	CHECK TOTAL -							246.92
BERGSTROM AUTOMOTIVE	44846	05/24/2018	18457	AP	400-0000-207-0399	2018 RAM TRUCK	20,314.50	Maintenance Ren
	CHECK TOTAL -							20,314.50
GRAYMONT CAPITAL INC	44857	05/24/2018	111191RI	AP	400-0401-770-6410	HYDRATED LIME	3,071.52	Other
	CHECK TOTAL -							3,071.52
KRUEGER TRUE VALUE	44866	05/24/2018	90733	AP	400-0402-770-6510	ELECTRICAL SUPPLIES	57.18	Other
	44866	05/24/2018	90769	AP	400-0402-770-6520	CEMENT WELD KIT, HARDWARE	50.31	Other
	44866	05/24/2018	90775	AP	400-0402-770-6520	WASHERS, DRILL BIT, SCREWS	44.96	Other
	44866	05/24/2018	90788	AP	400-0401-770-6650	SPACKLING, PICTURE HANGERS, HARDWARE	6.82	Other
	44866	05/24/2018	90804	AP	400-0401-770-6650	BROOM HANDLES	16.18	Other
	44866	05/24/2018	90848	AP	400-0402-770-6520	PIPE CUTTER, POLISH, HEADLIGHT CLEANER	35.07	Other
	44866	05/24/2018	90915	AP	400-0402-770-6520	PVC CAPS	1.78	Other
	44866	05/24/2018	91010	AP	400-0402-770-6520	RIN PIPE CUTTER	17.99	Other
	44866	05/24/2018	91011	AP	400-0402-770-6520	CABLE TIES	14.82	Other
	44866	05/24/2018	91113	AP	400-0402-770-6520	CEMENT WELD KIT, GASKET MAKER, PVC CAP, PEROXIDE	23.96	Other
	44866	05/24/2018	91126	AP	400-0401-770-6650	STENCIL SET, PAINT, KEY	29.22	Other
	44866	05/24/2018	91243	AP	400-0402-770-6520	CAULK, SEALANT	14.01	Other
	44866	05/24/2018	91327	AP	400-0401-770-6650	SCREW	.62	Other
	44866	05/24/2018	91527	AP	400-0402-770-6520	JUNCTION BOX, SCRAPER	29.23	Other
CHECK TOTAL -							306.17	
MICHELS MATERIALS	44874	05/24/2018	350804	AP	400-0402-770-6730	STONE FOR MAIN REPAIR	226.15	Other

VENDOR NAME	CHECK #	CHECK DATE	TRANS INV#	CODE	ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT	DEPARTMENT
						CHECK TOTAL -	226.15	
MULCAHY SHAW WATER INC	44875	05/24/2018	321130	AP	400-0000-207-0379	UV LAMPS, SLEEVES	10,509.90	Maintenance Ren
	44875	05/24/2018	321130	AP	400-0402-770-6520	PLUNGER ASSEMBLY, FANS	536.20	Other
						CHECK TOTAL -	11,046.10	
VANGUARD COMPUTERS INC	44891	05/24/2018	45658	AP	400-0401-770-9210	LAPTOPS/DOCKING STATIONS (2)	2,151.22	Other
						CHECK TOTAL -	2,151.22	
GRAYMONT CAPITAL INC	44909	05/31/2018	111612RI	AP	400-0401-770-6410	HYDRATED LIME	3,291.14	Other
	44909	05/31/2018	112067RI	AP	400-0401-770-6410	HYDRATED LIME	3,017.80	Other
						CHECK TOTAL -	6,308.94	
MICHELS MATERIALS	44919	05/31/2018	351207	AP	400-0402-770-6730	AGGREGATE FOR MAIN BREAKS	258.12	Other
						CHECK TOTAL -	258.12	
NORTHEAST ASPHALT INC	44922	05/31/2018	1548615	AP	400-0402-770-6730	COLD PATCH	1,055.49	Other
						CHECK TOTAL -	1,055.49	
PUBLIC SERVICE COMMISSION OF	44924	05/31/2018	1804I040	AP	400-0000-207-0373	PSCW REVIEW	288.44	Maintenance Ren
						CHECK TOTAL -	288.44	
WE ENERGIES	44937	05/31/2018	447772	AP	400-0401-770-6230	PUMPING-ELECTRIC APR - MAY	8,602.31	Other
	44937	05/31/2018	447772	AP	400-0401-770-6260	PUMPING-HEAT APR - MAY	575.66	Other
	44937	05/31/2018	447772	AP	400-0401-770-6420	WATER TREATMENT-HEAT APR - MAY	1,517.66	Other
	44937	05/31/2018	447772	AP	400-0401-770-6430	WATER TREATMENT-ELECTRIC APR - MAY	3,308.57	Other
	44937	05/31/2018	447772	AP	400-0401-770-6610	WATER TOWER-ELECTRIC MAR - MAY	709.39	Other
	44937	05/31/2018	447772	AP	400-0401-770-6630	METER SERVICE-ELEC & HEAT APR - MAY	187.32	Other
	44937	05/31/2018	447772	AP	400-0401-770-6650	DIST-ELECTRIC & HEAT APR - MAY	1,685.90	Other
						CHECK TOTAL -	16,586.81	
						GRAND TOTAL -	308,046.36	

\*\*\* END OF REPORT \*\*\*

GMB008  
DTLCHK\_REG  
AKAHL

CITY OF NEENAH  
Detail CHECK REGISTER- JP MORGAN (Water  
Period Ending - 05/31/2018

PAGE: 3  
RUN DATE: 06/11/2018  
RUN TIME: 16:23:37

VENDOR NAME	CHECK #	CHECK DATE	TRANS INV#	CODE	ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT	DEPARTMENT
JPMORGAN CHASE BANK NA	184	05/09/2018	04-30-18	AP	400-0401-770-6650	VESTA *AT&T GFS PHONE	26.25	Other
						CHECK TOTAL -	<u>26.25</u>	

VENDOR NAME	CHECK #	CHECK DATE	TRANS INV#	CODE	ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT	DEPARTMENT
JEMORGAN CHASE BANK NA	185	06/08/2018	05-15-18	AP	400-0401-770-6430	FIRELINE SPRINKLER COR SPRINKLER INSPECTION 3/28	280.00	Other
CHECK TOTAL -							280.00	
JEMORGAN CHASE BANK NA	186	06/08/2018	05-22-18	AP	400-0401-770-6420	NORTHERN LAKE SERVICE, LAB TESTS	560.00	Other
	186	06/08/2018	05-22-18	AP	400-0401-770-6420	HACH COMPANY LAB REAGENTS	491.75	Other
	186	06/08/2018	05-22-18	AP	400-0401-770-6420	SP * YAMATHO SUPPLY LL LEAD TESTS	357.47	Other
	186	06/08/2018	05-22-18	AP	400-0401-770-6420	USA BLUE BOOK LEAD TESTS	141.72	Other
	186	06/08/2018	05-22-18	AP	400-0401-770-6420	USA BLUE BOOK LAB REAGENTS	107.36	Other
	186	06/08/2018	05-22-18	AP	400-0000-202-3920	NEENAH MAIN AUTO BODY TRUCK REPAIR	1,490.04	Maintenance Ren
	186	06/08/2018	05-22-18	AP	400-0000-207-0392	FERGUSON WTRWRKS #1478 ANODES FOR WATER SERVICES	241.15	Maintenance Ren
	186	06/08/2018	05-22-18	AP	400-0402-770-6750	FERGUSON WTRWRKS #1478 ANODES FOR WATER SERVICES	620.10	Other
	186	06/08/2018	05-22-18	AP	400-0401-770-9270	BADGER METER INC METER TRAINING 5/8-10	500.00	Other
	186	06/08/2018	05-22-18	AP	400-0401-770-6650	MORTON SAFETY SAFETY VEST, GLOVES	43.25	Other
CHECK TOTAL -							4,552.84	

\*\*\* END OF REPORT \*\*\*

Total P-Cards = \$4,859.09

## City of Neenah POSITION DESCRIPTION

**Job Title:** Water Utility Director

**Dept:** Water Utility

**FLSA Status:** Exempt

**DATE:** September, 2017

**Reports to:** Mayor and Water Commission

### **Job Summary**

Under administrative direction, performs work of unusual difficulty in directing, planning, managing, staffing, and organizing the safe and efficient operating activities of the city's potable water system. Official liaison with State, County, and Federal Agencies to ensure proper permitting of all operating elements of the Utility facilities.

### **Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Organizes, directs and coordinates activities of the water utility to provide an adequate, safe, and efficient water supply to the City.

Directs a staff of technical, professional, managerial, support, skilled and unskilled workers.

Formulate, administer, and oversee, the Utility's annual Operations, Maintenance, and Capital Improvement Program budgets.

Formulates, submits, recommends, and carries out long range plans and develops cost estimates of future expansion of all phases of water utility works.

Champion understanding of innovations and latest technologies in drinking water industry and advances how such technologies are incorporated into Neenah Water programs and facilities.

Lead research, analysis, evaluation, and establishment of up-to-date policies, practices, and procedures for the operations and maintenance of the water utility systems.

Responsible for Utility security and in preparing, updating, and managing comprehensive written Emergency Response Plan (ERP).

Presents findings of research and planning to the Water Commission and Common Council.

Prepares Water Commission meeting agenda, Director's monthly report and meeting minutes. Facilitates meetings.

Negotiates agreements with large users and other municipalities.

Provides water quality information to the public and industrial users. Interprets water rules from Public Service Commission.

Reviews and analyzes utility financial status and recommends appropriate rate increase. Identifies revenue sources and assists Finance Department in securing funds.

Negotiates water tower rental agreements with cellular providers.

Recruits, interviews and hires new employees. Assigns duties and reviews work. Evaluates work performance and disciplines employees. Participates in labor negotiations. Handles grievances.

Directs and inspects the work of employees engaged in operation and maintenance of water facilities and equipment

Inspects water treatment plant, equipment operations and operating procedures to ensure compliance with water quality standards.

Coordinates, advises, and designs water distribution and treatment systems. Prepares drawings and specifications.

Oversees formulation of all specifications for the purchase of materials and equipment for the department.

Prepares bid documents, receives/evaluates bids and recommends contractor to Water Commission. Prepares construction contracts for city official signature. Coordinates construction projects with contractors, other utilities and city departments.

Solicits, reviews and recommends consultant proposals. Prepares engineering reports, correspondence and other information regarding utility operations.

Analyzes pumps, pipes, valves, basins and other water utility equipment. Reviews and analyzes plant operating data to identify problems, trends and to ensure compliance with state and federal regulations. Analyzes fire flow data to identify distribution problems.

Reviews and comments on state and federal legislation and regulations affecting water utility.

Prepares or approves plant operating reports to federal and state regulatory agencies.

Responsible for the "private well" permitting/abandonment program.

Maintains and uses water distribution Geographical Information System (GIS), Global Positioning System (GPS) equipment, land survey equipment, and engineering/distribution computer model. Maintains department records.

Handles customer complaints that cannot be resolved by subordinate staff.

Regular attendance and punctuality required.

### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

Answers telephone.

Prepares routine correspondence and memos.

Offers guidance for adjustments to plant equipment/controls.

Photocopies and faxes materials.

Operates fire hydrants in absence of distribution crew.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

A minimum of a Bachelor's degree in Public Administration, Business, Engineering, or related field with seven years senior-level management experience in a public water utility are required. Master's degree and Wisconsin Professional Engineer's license preferred. Valid driver's license required. Waterworks Operator Certification, Grade 1 with subclasses in Surface Water Treatment, Lime Softening and Distribution required within two years of employment.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

Ability to decide the time, place and sequence of operations within an organizational framework, and to oversee their execution. Ability to analyze and categorize data and information using established criteria, to determine consequences and identify and select alternatives.

Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory and design data and information such as revenue reports, expenditure reports, capital improvement plan, bid documents, contracts, agreements, flow reports, construction plans, blueprints, diagrams, schematics, maps, worker safety regulations, water standards, engineering reports, job applications, personnel policies, performance evaluations, hydraulics textbooks, equipment manuals, material safety data sheets, equipment catalogs, computer software operating manuals, meeting minutes, agendas, non-routine correspondence, ordinances, state statutes and engineering manuals.

Ability to communicate orally and in writing with state and federal regulatory agency personnel, Water Commissioners, city officials, vendor representatives, department personnel, contractors, consultants and customers.

### **Mathematical Ability**

Ability to apply algebraic and trigonometric formulas. Ability to interpret inferential statistical reports and/or formulation and equation data.

### **Judgment and Situational Reasoning Ability**

Ability to apply functional reasoning in synthesizing information and functions, and ability to influence others in activities such as leading, controlling, managing, supervising and teaching.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

## **Physical Requirements**





**Interim Director's / Supervisor's Report  
June 18, 2018**

1. Non- Billable Water Report (February, March, April) -11.86% down from -1.70% (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.
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.
5. Chemical Feed and Delivery System Project Update
6. Contract 1-18 Update
7. Contract 2-18 Update
8. Employee Update.
9. Sludge Lagoon Update: Bid documents are being prepared for the dredging of the west lagoon.
10. The next Water Commission Meeting is scheduled for July 16, 2018.

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

**THREE MONTH TOTALS  
(1000 GALLONS)**

<b>USAGE PERIOD</b>	<b>RAW WATER</b>	<b>FINISHED WATER</b>	<b>BILLED WATER</b>	<b>UNBILLED ACCOUNTED</b>	<b>% UNBILLED</b>
CURRENT THREE MONTHS ( February, March, April )	259,810	249,390	211,302	60,488	-11.86%
MOST RECENT THREE MONTHS ( January, February, March )	262,560	253,770	210,267	34,010	4.32%
1 YEAR AGO ( February, March, April )	250,800	240,360	210,815	25,740	1.77%

**DAILY AVERAGE  
(MGD)**

<b>USAGE PERIOD</b>	<b>RAW WATER</b>	<b>FINISHED WATER</b>
April-18	2.96	2.80
March-18	2.83	2.76
April-17	2.91	2.75

Change Order No: 1

Contract: 1-18

Project: Miscellaneous Sewer and Water Main Construction and  
Street Construction on Andrew Avenue, Richard Avenue,  
Geiger Street and Whiting Court

Contractor: David Tenor Corporation  
2759 Dewey Decker Drive  
Green Bay, WI 54313

Original Contract: \$1,199,412.98

**Change Ordered Herewith:**

1. Added 2-16" bends to get under storm with labor	<u>400-0000-207-0390</u>	<u>\$3,300.00</u>
2. Whiting Court rock, moving of main	<u>400-0000-207-0392</u>	<u>\$5,000.00</u>
3. 4" Water main	<u>400-0000-207-0390</u>	<u>\$2,204.00</u>
4. Water breaks <u>400-0000-207-0388 = \$2500 / 400-0000-207-0389 = \$2000</u>		<u>\$4,500.00</u>
5. Grinding time for oversized 14"	<u>400-0000-207-0390</u>	<u>\$1,500.00</u>
<b>TOTAL</b>		<b>\$16,504.00</b>

**Reason for Change:**

1. Materials, labor and equipment to offset water main around unplanned 30" storm sewer
2. 160 feet of unknown bedrock encountered. Water main alignment adjusted to minimize bedrock excavation
3. Extend 38' of 4" water service to right-of-way serving 900 Geiger St.
4. Labor and equipment to repair nine water main breaks during construction
5. Labor, equipment and down time to modify existing water main to satisfy water main connection per plan


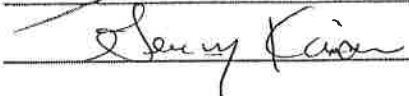
**Contract Amount**

Original: \$1,199,412.98  
 Previous C.O.'s (+/-): \_\_\_\_\_  
 This C.O. (+/-): \$16,504.00  
 Revised: \$1,215,916.98

**Contract Time (Calendar Days)**

Original: \_\_\_\_\_  
 Previous C.O.'s (+/-): \_\_\_\_\_  
 This C.O. (+/-): \_\_\_\_\_  
 Revised: \_\_\_\_\_

This document shall become an amendment to the contract and all stipulations and covenants of the contract shall apply hereto.

Contractor:   
 Department:   
 Board of PW: \_\_\_\_\_

Date: 6/7/2018  
 Date: 6-7-2018  
 Date: \_\_\_\_\_

Pay To: David Tenor Corporation  
2759 Dewey Decker Drive  
Green Bay, WI 54313


Contract No. Contract 1-18 Miscellaneous Sewer and Water Main Construction  
and Street Construction on Andrew Avenue, Richard Avenue,  
Geiger Street and Whiting Court


Water Work Order No: 388, 389, 390, 392

Date: June 8, 2018

Estimate No. 3

Account Description	Account #	Payment	Contract Breakdown	Budget	Pd to Date
Sanitary - Andrew (Geiger to Main)	046-5075-743-0236	\$37,078.43	\$109,293.50	\$130,000	\$74,193.58
Water Main - Andrew (Geiger to Main)	400-0000-207-0388	\$27,127.46	\$113,496.00	\$124,800	\$84,322.00
Storm - Miscellaneous Repairs	049-5203-743-0236	\$41,422.36	\$39,054.00	\$39,054	\$0.00
Street - Andrew (Geiger to Main)	012-4389-743-0236	\$0.00	\$122,000.00	\$140,000	\$1,818.30
Sanitary - Richard (Geiger to Main)	046-5076-743-0236	\$25,837.00	\$111,463.50	\$130,000	\$91,508.60
Water Main - Richard (Geiger to Main)	400-0000-207-0389	\$26,538.59	\$111,646.00	\$127,100	\$86,681.04
Storm - Miscellaneous Repairs	049-5203-743-0236	\$0.00	\$16,542.00	\$16,542	\$14,462.80
Street - Richard (Geiger to Main)	012-4390-743-0236	\$0.00	\$122,000.00	\$140,000	\$1,692.19
Sanitary - Geiger (Green Bay to Western)	046-5001-742-0236	\$0.00	\$3,950.00	\$3,950	\$0.00
Water Main - Geiger (Green Bay to Western)	400-0000-207-0390	\$8,579.10	\$131,270.00	\$157,500	\$123,222.13
Storm - Miscellaneous Repairs	049-5203-743-0236	\$2,870.23	\$43,865.00	\$43,865	\$38,310.46
Street - Geiger (Green Bay to Western)	012-4391-743-0236	\$0.00	\$194,774.00	\$220,000	\$3,529.73
Water Main - Whiting (Tullar)	400-0000-207-0392	\$32,054.37	\$27,715.00	\$31,800	\$0.00
Storm - Miscellaneous Repairs	049-5203-743-0236	\$3,835.85	\$0.00	\$3,836	\$0.00
Street - Whiting (Tullar)	012-4393-743-0236	\$0.00	\$52,343.98	\$60,000	\$0.00
<b>TOTAL</b>		<b>\$205,343.39</b>	<b>\$1,199,412.98</b>	<b>\$1,368,447</b>	<b>\$519,740.83</b>

Prepared by \_\_\_\_\_ June 8, 2018 

Approved by Public Works Department \_\_\_\_\_ June 8, 2018 

Approved by Board of Public Works \_\_\_\_\_ June 12, 2018

Approved by Common Council \_\_\_\_\_ N/A  
 (final payments only)

Approved by Water Commission \_\_\_\_\_ N/A  
 (final payments only)

Sent to Finance \_\_\_\_\_ June 12, 2018

Number of Attachments \_\_\_\_\_ 2

City of Neenah  
 Public Works Department  
 Contract Payment Form

June 8, 2018

The following is Estimate No.3 for Contract 1-18, Miscellaneous Sewer and Water Main Construction and Street Construction on Andrew Avenue, Richard Avenue, and Geiger Street, to David Tenor Corporation, 2759 Dewey Decker Drive, Green Bay WI, 54313.

DESCRIPTION	Unit Price	Original Bid		Estimate No. 2		Estimate No. 3	
		Quantity	Total	Quantity	Total	Quantity	Total
<b>Part 1 - Andrew Ave., Richard Ave., Geiger St., Whiting Ct.</b>							
<b>A. Sanitary Sewer</b>							
1. Furnish and relay 8-inch PVC sanitary sewer	\$50.00	1,920 Lin. Ft.	\$96,000.00	1,920 Lin. Ft.	\$96,000.00	1,920 Lin. Ft.	\$96,000.00
2. Furnish and relay 6 inch sanitary lateral in ROW (61)	\$39.50	1,800 Lin. Ft.	\$71,100.00	923 Lin. Ft.	\$36,458.50	1,145 Lin. Ft.	\$45,227.50
3. Furnish and relay 6 inch sanitary lateral ROW to house	\$36.00	100 Lin. Ft.	\$3,600.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
4. Furnish and pipeburst sanitary lateral	\$15.38	400 Lin. Ft.	\$6,152.00	568 Lin. Ft.	\$8,735.84	1,548 Lin. Ft.	\$23,808.24
5. Reconnect sanitary lateral at foundation - pipeburst	\$1,535.00	2 Each	\$3,070.00	1 Each	\$1,535.00	1 Each	\$1,535.00
6. Reconnect under basement floor - pipeburst	\$1,790.00	13 Each	\$23,270.00	8 Each	\$14,320.00	30 Each	\$53,700.00
7. Reconnect lateral to wye at main	\$250.00	3 Each	\$750.00	1 Each	\$250.00	3 Each	\$750.00
8. Furnish and Install Standard manhole (6)	\$280.00	56 Ver. Ft.	\$15,680.00	55.8 Ver. Ft.	\$15,624.00	55.8 Ver. Ft.	\$15,624.00
9. Remove sanitary manhole	\$250.00	6 Each	\$1,500.00	6 Each	\$1,500.00	6 Each	\$1,500.00
10. Adjust sanitary manhole (with slurry backfill)	\$400.00	6 Each	\$2,400.00	0 Each	\$0.00	0 Each	\$0.00
11. Clean and Televiser Sewer (Sanitary only)	\$1,635.00	1 Lump Sum	\$1,635.00	0 Lump Sum	\$0.00	0 Lump Sum	\$0.00
Part 1 A. Sanitary Sewer Total			\$225,157.00		\$174,423.34		\$238,144.74
<b>B. Water Main</b>							
1. Furnish & install 16-inch PVC C-900 main	\$82.50	1,236 Lin. Ft.	\$101,970.00	1,241 Lin. Ft.	\$102,382.50	1,241 Lin. Ft.	\$102,382.50
2. Furnish & install 10-inch PVC C-900 main	\$55.00	10 Lin. Ft.	\$550.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
3. Furnish & install 8-inch PVC C-900 main	\$52.00	2,400 Lin. Ft.	\$124,800.00	2,090 Lin. Ft.	\$108,680.00	2,396 Lin. Ft.	\$124,592.00
4. Furnish & install horizontal 16-inch valve w/ box	\$7,960.00	2 Each	\$15,920.00	2 Each	\$15,920.00	2 Each	\$15,920.00
5. Furnish & install 8-inch valve w/ box	\$1,285.00	4 Each	\$5,140.00	4 Each	\$5,140.00	4 Each	\$5,140.00
6. Furnish & install 8-inch tapping valve w/ box	\$3,300.00	1 Each	\$3,300.00	0 Each	\$0.00	1 Each	\$3,300.00
7. Furnish & install 4-inch valve w/ box & reconnect service	\$835.00	1 Each	\$835.00	0 Each	\$0.00	1 Each	\$835.00
8. Furnish & install 2-inch short side service	\$1,695.00	1 Each	\$1,695.00	1 Each	\$1,695.00	1 Each	\$1,695.00
9. Furnish & install 1-inch long side service	\$1,490.00	31 Each	\$46,190.00	21 Each	\$31,290.00	31 Each	\$46,190.00
10. Furnish & install 1-inch short side service	\$1,000.00	32 Each	\$32,000.00	17 Each	\$17,000.00	32 Each	\$32,000.00
11. Reconnect copper service	\$750.00	7 Each	\$5,250.00	0 Each	\$0.00	7 Each	\$5,250.00
12. Furnish & install 1-inch service from ROW to house by excavation	\$35.00	25 Lin. Ft.	\$875.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
13. Furnish & install 1-inch service from ROW to house by excavation in same trench as san. lateral	\$12.00	75 Lin. Ft.	\$900.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
14. Furnish & install 1-inch service from ROW to house by pulling w/ sanitary sewer pipeburst	\$5.13	400 Lin. Ft.	\$2,052.00	294 Lin. Ft.	\$1,508.22	1,075 Lin. Ft.	\$5,514.75
15. Furnish & install 1-inch service from ROW to house by pulling	\$33.00	25 Lin. Ft.	\$825.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
16. Water service connection to structure	\$360.00	15 Each	\$5,400.00	7 Each	\$2,520.00	27 Each	\$9,720.00
17. Furnish & install hydrant, lead and valve	\$4,575.00	7 Each	\$32,025.00	5 Each	\$22,875.00	7 Each	\$32,025.00
18. Abandon hydrant	\$250.00	6 Each	\$1,500.00	0 Each	\$0.00	5 Each	\$1,250.00
19. Abandon Valve manhole	\$300.00	2 Each	\$600.00	1 Each	\$300.00	3 Each	\$900.00
20. Abandon Valve Box	\$150.00	10 Each	\$1,500.00	0 Each	\$0.00	8 Each	\$1,200.00
21. Furnish & install electrical grounding	\$200.00	4 Each	\$800.00	2 Each	\$400.00	4 Each	\$800.00
CO1.1 Added 2-16" bends to get under storm	\$3,300.00	LS	\$0.00	0 LS	\$0.00	1 LS	\$3,300.00
CO1.2 Whiting Court rock, moving of main	\$5,000.00	LS	\$0.00	0 LS	\$0.00	1 LS	\$5,000.00
CO1.3 4" Water main	\$2,204.00	LS	\$0.00	0 LS	\$0.00	1 LS	\$2,204.00
CO1.4 Water Breaks	\$500.00	Each	\$0.00	0 Each	\$0.00	9 Each	\$4,500.00
CO1.5 Grinding time for oversized 14"	\$1,500.00	LS	\$0.00	0 LS	\$0.00	1 LS	\$1,500.00
Part 1.B. Water Main Total			\$384,127.00		\$309,710.72		\$405,218.25

DESCRIPTION	Unit Price	Original Bid		Estimate No. 2		Estimate No. 3	
		Quantity	Total	Quantity	Total	Quantity	Total
<b>C. Storm Sewer</b>							
1. Furnish and relay 24-inch storm sewer	\$242.00	50 Lin. Ft.	\$12,100.00	43 Lin. Ft.	\$10,406.00	43 Lin. Ft.	\$10,406.00
2. Furnish and relay 12-inch storm sewer	\$51.00	545 Lin. Ft.	\$27,795.00	42 Lin. Ft.	\$2,142.00	616 Lin. Ft.	\$31,416.00
3. Furnish and relay 10-inch storm sewer	\$41.00	430 Lin. Ft.	\$17,630.00	324 Lin. Ft.	\$13,284.00	459 Lin. Ft.	\$18,819.00
4. Furnish and relay 4-inch storm sewer lateral	\$30.00	100 Lin. Ft.	\$3,000.00	11 Lin. Ft.	\$330.00	117 Lin. Ft.	\$3,510.00
5. Furnish and install storm manhole (8)	\$320.00	47 Ver. Ft.	\$15,040.00	38 Ver. Ft.	\$12,188.80	47 Ver. Ft.	\$14,924.80
6. Furnish and install catch basin	\$1,215.00	14 Each	\$17,010.00	10 Each	\$12,150.00	16 Each	\$19,440.00
7. Remove Storm Manhole	\$250.00	7 Each	\$1,750.00	7 Each	\$1,750.00	7 Each	\$1,750.00
8. Remove Storm catch basin	\$175.00	10 Each	\$1,750.00	8 Each	\$1,400.00	10 Each	\$1,750.00
9. Adjust storm manhole (w/ slurry backfill)	\$350.00	4 Each	\$1,400.00	0 Each	\$0.00	0 Each	\$0.00
10. Adjust storm catch basin	\$300.00	4 Each	\$1,200.00	0 Each	\$0.00	0 Each	\$0.00
11. Install and Maintain Type "D" Inlet Protection	\$95.00	20 Each	\$1,900.00	20 Each	\$1,900.00	24 Each	\$2,280.00
12. Clean and Televiser Sewer (Storm only)	\$1,210.00	1 Lump Sum	\$1,210.00	0 Lump Sum	\$0.00	0 Lump Sum	\$0.00
Part 1.C Storm Sewer Total			\$101,785.00		\$55,550.80		\$104,295.80
<b>D. Street (HMA Pavement)</b>							
1. Remove existing pavement and maintain utility trench	\$0.75	8,400 Lin. Ft.	\$6,300.00	6,481 Lin. Ft.	\$4,860.75	6,481 Lin. Ft.	\$4,860.75
2. Sawcut existing bituminous pavement	\$2.00	200 Lin. Ft.	\$400.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
3. Full depth sawcut existing concrete pavement	\$2.00	300 Lin. Ft.	\$600.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
4. Remove existing bituminous pavement	\$1.44	14,000 Sq. Yd.	\$20,160.00	0 Sq. Yd.	\$0.00	0 Sq. Yd.	\$0.00
5. Remove concrete pavement	\$12.36	250 Sq. Yd.	\$3,090.00	0 Sq. Yd.	\$0.00	0 Sq. Yd.	\$0.00
6. Remove concrete curb and gutter	\$2.43	1,600 Lin. Ft.	\$3,888.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
7. Remove concrete sidewalk/driveway apron	\$0.48	10,000 Sq. Ft.	\$4,800.00	0 Sq. Ft.	\$0.00	0 Sq. Ft.	\$0.00
8. Unclassified Excavation	\$9.53	5,000 Cu. Yd.	\$47,650.00	0 Cu. Yd.	\$0.00	0 Cu. Yd.	\$0.00
9. Furnish and install geogrid (Geiger St. & Whiting Ct.)	\$1.55	6,250 Sq. Yd.	\$9,687.50	0 Sq. Yd.	\$0.00	0 Sq. Yd.	\$0.00
10. Furnish and install crushed aggregate base	\$10.61	7,500 Ton	\$79,575.00	0 Ton	\$0.00	0 Ton	\$0.00
11. Furnish and install 30-inch concrete curb and gutter (various loc)	\$23.05	1,600 Lin. Ft.	\$36,880.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
12. Furnish and install 4-inch concrete sidewalk	\$5.50	7,500 Sq. Ft.	\$41,250.00	0 Sq. Ft.	\$0.00	0 Sq. Ft.	\$0.00
13. Furnish and install 6-inch concrete sidewalk/driveway apron	\$5.90	2,500 Sq. Ft.	\$14,750.00	0 Sq. Ft.	\$0.00	0 Sq. Ft.	\$0.00
14. Furnish and install 8-inch concrete pavement repair	\$59.40	250 Sq. Yd.	\$14,850.00	0 Sq. Yd.	\$0.00	0 Sq. Yd.	\$0.00
15. Furnish and install drill tie bars #6	\$7.18	100 Each	\$718.00	0 Each	\$0.00	0 Each	\$0.00
16. Furnish and install drill dowel bars #9	\$11.28	64 Each	\$721.92	0 Each	\$0.00	0 Each	\$0.00
17. Fine grading and base preparation	\$1.16	14,000 Sq. Yd.	\$16,240.00	0 Sq. Yd.	\$0.00	0 Sq. Yd.	\$0.00
18. Furnish and install HMA Pavement	\$54.53	3,200 Ton	\$174,496.00	0 Ton	\$0.00	0 Ton	\$0.00
19. Furnish and install 1/2-inch rods	\$0.67	600 Lin. Ft.	\$402.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
20. Install detectable warning fields (supplied by City)	\$35.88	12 Each	\$430.56	0 Each	\$0.00	0 Each	\$0.00
21. Terracing, fertilize, seed & hydromulch	\$25.42	250 Sq. Yd.	\$6,355.00	0 Sq. Yd.	\$0.00	0 Sq. Yd.	\$0.00
22. Install and Maintain Traffic Control	\$5,100.00	1 Lump Sum	\$5,100.00	1 Lump Sum	\$2,550.00	1 Lump Sum	\$2,550.00
Part 1.D. Street Total			\$488,343.98		\$7,410.75		\$7,410.75
<b>TOTAL Part 1</b>			\$1,199,412.98		\$547,095.61		\$755,069.54
<b>TOTAL Parts 1A through 1D</b>			\$1,199,412.98		\$547,095.61		\$755,069.54

C.O. 1	\$16,504.00	Work to date	\$547,095.61	Work to date	\$755,069.54
C.O. 2		Retainage <sup>1</sup>	\$27,354.78	Retainage <sup>1</sup>	\$29,985.32
C.O. 3		Due Contractor	\$519,740.83	Due Contractor	\$725,084.22
	\$1,215,916.98	Previously paid	\$178,362.31	Previously paid	\$519,740.83
		Due this estimate	\$341,378.52	Due this estimate	\$205,343.39

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

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

At 50% completion, no additional amounts are retained.

For Final Estimates, there is no retainage.

Respectfully submitted,



Gerry Kaiser, P.E.

Director of Public Works

**Storm Water Citizen's Advisory Board**  
**Monthly Report**  
**June 2018**

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 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.