

AGENDA

NEENAH WATER UTILITY WATER COMMISSION MEETING

Monday, October 16, 2017

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.

- I. Approve the Minutes for September 2017 (Attachment)
- II. Approve the Invoices for September 2017 (Attachment)
- III. Appearances
- IV. Old/New Business
 - A. 2017 – 3rd Quarter Financial Statements (Attachment)
 - B. Request for Approval for Reimbursement of Oversized Distribution Main (16") associated with the Woodenshoe Road Development (Attachment)
 - C. Request for Approval of Revised Water Utility Replacement Reserve Allocations (Attachment)
 - D. Director's Report (Attachment)
 - E. Storm Water Report (No Report)
 - F. Any Other Business That May Legally Come Before the Commission
 - G. Adjournment

Neenah City Hall is accessible to the physically disadvantaged. If special accommodations are needed, please contact the Neenah Water Utility Office at 920-886-6180 at least 24 hours in advance of the meeting.

MINUTES OF THE NEENAH WATER WORKS COMMISSION
Regular Meeting
September 18, 2017
Hauser Room, City Hall

Present: President Kaufert, Commissioners, Smaby, Schmeichel, Boyette, and Director Taylor

Excused: Commissioner Hamblin

Also Present: Common Council Representative Pollnow, Neenah resident Peter Kelly, Rick Kosiorek and Bernard Hengels representing The Fox Cities Amateur Radio Club.

Mayor Kaufert called the meeting to order at 4:33p.m.

Minutes July 2017 – Following discussion, **M.S.C. Schmeichel/Boyette to approve the July 17, 2017 Regular Meeting Minutes.** All voting aye.

Invoices July 2017 – The Commission questioned invoices from Underwater Construction Corporation, Northeast Asphalt Inc., and Seiler Instrument.

Director Taylor explained; the invoice from Underwater Construction Services is for inspection of the Lake Winnebago RAW Water Intake Structure. Director Taylor informed the Commission that contractors for this sort of work are limited. Northeast Asphalt supplies cold mix for road repair associated with Utility maintenance work. Cold mix is used throughout the year for temporary repair until final repair is done with hot-mix or concrete. The Tornado Antenna purchased from Seiler Equipment is a replacement antenna for the Global Positioning System (GPS) equipment used for surveying/mapping.

Following discussion, **M.S.C. Schmeichel/ Boyette to approve the invoices for July 2017.** All voting aye.

Invoices August 2017 – The Commission questioned several “water refund” invoices for the month.

Director Taylor acknowledged the large number of water refunds for the period and indicated he would follow up with The City Finance Department and then report back to the Commission.

Following discussion, **M.S.C. Smaby/Boyette to approve the invoices for August 2017.** All voting aye.

Appearances – None

Developer Request for Watermain Replacement and Extension – Director Taylor informed the Commission of the request from Mr. Peter Kelly to address the water main that serves property North of Kittiver Court. Mr. Kelly is in the process of developing the property North of Kittiver Court. The proposed development will require the upsizing and extension of the existing four-inch diameter water main that runs North of Kittiver Court.

Page 2 of 4
Water Commission Minutes
September 18, 2017

Mr. Kelly explained three options that he would like the Commission to consider. Mr. Kelly presented an estimate from Robert Immel Excavating Inc. for the project. The Commission discussed the proposed parcel map. Director Taylor spoke regarding the three proposed options. He identified the pros and cons of the options.

The Commission discussed several options to replace the existing four-inch distribution main. The Commission advised Director Taylor to work with City Attorney Godlewski and Mr. Kelly to expedite the planning for the replacement of the water main and report back to the Commission.

Following discussion, **M.S.C. Smaby/Schmeichel to proceed with plans to replace the existing four-inch distribution main North of Kittiver Court to service the two proposed lots at a cost not to exceed \$100 per foot. Deferred assessments will be due for any/all future water-service connections.** All voting aye.

Request to Install Radio Equipment on the Cecil Street Water Tower – Director Taylor presented a letter from the Fox Cities Amateur Radio Club (FCARC). Rick Kosiorek and Bernard Hengels of FCARC addressed the Commission. They spoke of the groups' other installations in the Fox River Valley. Mr. Kosiorek explained how the radio club contributes to the area, their need for a reliable antenna site, problems with present installations, and the general operations of the club.

The Commission expressed concerns with FCARC's request. Among the concerns are property security, liability insurance requirements, and after-hours entry. The Commission also expressed interest in removing all radio equipment as maintenance is done at the Cecil Water Tower.

Following discussion - **M.S.C. Smaby/Boyette to pursue the radio installation, devise a rental agreement with input from City Attorney Godlewski, and report to the Commission.** All voting aye.

Draft Operating Budget – Director Taylor stated that the forecasted Revenues for 2018 are slightly higher than 2017. Additional revenues are pending with the addition of a large industrial customer. Revenues associated with this new customer could be realized by the second quarter. Those revenues have not been formally included in the 2018 forecast.

The forecasted Maintenance Expenses for 2018 have decreased slightly. Major projects include; the recoating of the Towerview Drive water tower, remote operated vehicle (ROV) inspection of the RAW water intake, softener hood maintenance, and tuck pointing at the Water Filtration Plant. These maintenance projects are funded with reserves that have been set aside and earmarked for this work.

The forecasted Operations Expenses for 2018 are less than 2017. The notable decrease is attributed to reduced costs in electrical consumption and chemical purchases. The Utility will pay more for City services in 2018. Increased payments to the Finance Department, Human Resource Department, Legal Department, and the Information Services Department are scheduled.

Page 3 of 4
Water Commission Minutes
September 18, 2017

The forecasted Administrative & General Expenses for 2018 will increase. The increase is associated with additional Outside Services where the Utility will allocate funds for Geographical Information System (GIS) consultant services, and engineering services for the Chemical Delivery and Feed System Construction, the Towerview Drive Water Tower Overcoat Project, and a Lime Sludge Disposal Study.

Following discussion - **M.S.C. Smaby/Schmeichel to accept the 2018 Draft Operations and Maintenance Budget and place on file.** All voting aye.

Draft Capital Improvement Program (CIP) – Director Taylor presented the CIP for 2018, Distribution System Replacements were discussed. The Commission directed Director Taylor to deliver an updated list of water main replacements after a project review with Director Kaiser and Mayor Kaufert.

Plant, Metering and Equipment was presented and discussed. The Commission questioned postponing the granular activated carbon filter media replacement for a year, or if it was possible to replace one of the four filters instead of the two that are listed. Director Taylor acknowledged that was a definite possibility.

Following discussion – **M.S.C. Smaby/Schmeichel to accept the 2018 Draft Capital Improvement Program (CIP) Budget and place on file.** All voting aye.

SBA Easement Lease Purchase Proposal – Director Taylor presented the lease buy-out proposal. In evaluating the proposal, the most significant unknown is the length of the lease term beyond the present term. Presently, rent on the tower increases three percent in August of each year. Every five years the landlord and renter have the option of renewing the lease.

Following discussion - **M.S.C. Schmeichel/Smaby to table the discussion.** All voting aye.

Director's Report

1. Pay Estimate #5 for Contract 1-17 Miscellaneous Sewer, Water Main, and Street Construction on Cecil Street (\$16,200.78) and Higgins Avenue (\$941.37) to DeGroot, Inc. of Green Bay for the Water Utility portion of the contract has been submitted and approved by the Board of Public Works.
2. Change Order #3 for Contract 1-17 Miscellaneous Sewer, Water Main, and Street Construction on Cecil Street (+ \$745.50) and Higgins Avenue to DeGroot, Inc. of Green Bay for the Water Utility portion of the contract has been submitted and approved by the Board of Public Works.
3. Geographical Information System (GIS) Update: Utility GIS data collection for the year is up-to-date. The Utility has purchased GIS licenses and notebooks for field employees.
4. Sludge Lagoon Dredging Update: Director Taylor has been in contact with the dredging contractor for the project. The representative for United Liquid Waste is

Page 4 of 4
Water Commission Minutes
September 18, 2017

presently seeking property to dispose of the lime sludge. Dredging of the lagoon will most likely take place later in the year than normal.

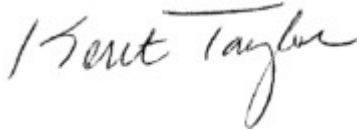
5. Towerview Water Tower Update: The Consulting firm of Ruekert and Mielke Inc. is working on the plans and specifications for the water tower restoration project. Tentative plans have the project advertised in October, with bids due by the end of November. Restoration on the tower is planned for May, and June in 2018.
6. WE Energies Rebate Update: The Utility was reimbursed \$3,507.99 for the purchase and installation of LED lighting at the Water Filtration Plant. To date, most of the lighting at the plant has been changed out to LED.
7. The next Water Commission Meeting is scheduled for October 16, 2017.

Storm Water Report

1. Stantec has been hired to provide a liability clarification request to WDNR regarding the Neenah Foundry site. 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.

Adjournment – **M.S.C. Schmeichel/Boyette adjourn at 6:55 p.m.** All voting Aye.

Respectfully submitted,

A handwritten signature in cursive script that reads "Kent Taylor".

Kent Taylor, Director
Neenah Water Utility

WATER UTILITY CASH ACTIVITY
September 2017

Cash Balance September 1, 2017		\$1,422,452
Cash Receipts		
Water Collection Receipts	817,374	
Investments	4,844	
2007 Refunding	823,037	
Other Water Receipts	<u>35,823</u>	
		1,681,079
Cash Distributions		
Check Register	55,632	
P-Card Register	36,846	
Debt Service	233,153	
Reserves	30,250	
Disbursements to the City	<u>422,381</u>	
		<u>778,262</u>
Cash Balance September 30, 2017		<u><u>\$2,325,269</u></u>

SEP DISBURSEMENTS TO THE CITY

Payroll	\$86,639
Payroll Benefits	28,086
Vehicle Fuel & Fluids	1,376
Vehicle Maintenance	561
Postage	13
Water Bill	21
IS Services	2,073
3rd Qtr Printcare	86
3rd Qtr Payment in Lieu of Taxes-2016	258,042
3rd Qtr-Sending/Collecting Bills-Pmnt to City	14,540
3rd Qtr-Finance, HR, Legal Services-Pmnt to City	28,525
3rd Qtr Rent	<u>2,420</u>
Total Sep Disbursements to the City	<u><u>\$422,381</u></u>

REPLACEMENT FUND RESERVES AS OF SEPTEMBER 2017

Sludge Lagoon	\$2,329,268
Vehicles	151,440
Painting Towers	255,750
Painting Hydrants	<u>40,000</u>
Total Replacement Fund Reserves	<u><u>\$2,776,457</u></u>

VENDOR NAME	CHECK #	CHECK DATE	TRANS INV#	CODE	ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT	DEPARTMENT
AUER STEEL & HEATING SUPPLY CO	43050	09/07/2017	5561687	AP	400-0402-770-6520	RUBBER PIPE INSULATION	78.29	Other
						CHECK TOTAL -	78.29	
DE GROOT INC	43054	09/07/2017	CN1-17	AP	400-0000-207-0370	CN1-17 WATER MAIN - CECIL	16,200.78	Maintenance Ren
	43054	09/07/2017	CN1-17	AP	400-0000-207-0378	CN1-17 WTR MAIN-HIGGINS	941.37	Maintenance Ren
						CHECK TOTAL -	17,142.15	
GRAYMONT CAPITAL INC	43059	09/07/2017	98041RI	AP	400-0401-770-6410	HYDRATED LIME	2,995.74	Other
						CHECK TOTAL -	2,995.74	
MICHELS MATERIALS	43070	09/07/2017	339609	AP	400-0000-207-0366	GRAVEL	111.79	Maintenance Ren
	43070	09/07/2017	339609	AP	400-0402-770-6730	GRAVEL	96.36	Other
	43070	09/07/2017	339609	AP	400-0402-770-6750	GRAVEL	117.81	Other
						CHECK TOTAL -	325.96	
DIGGERS HOTLINE INC	43099	09/14/2017	17082580	AP	400-0401-770-6620	AUG TICKETS-WATER UTILITY	166.00	Other
						CHECK TOTAL -	166.00	
DIVERSIFIED BENEFIT SERVICES I	43100	09/14/2017	247526	AP	400-0401-770-9260	SEP SERVICES-HRA WATER	69.70	Other
						CHECK TOTAL -	69.70	
DON E PARKER EXCAVATING INC	43101	09/14/2017	REPAIRS	AP	400-0402-770-6730	RPRS REGARDING CN2-17	7,507.75	Other
	43101	09/14/2017	REPAIRS	AP	400-0000-207-0371	RPRS REGARDING CN2-17	953.50	Maintenance Ren
	43101	09/14/2017	REPAIRS	AP	400-0000-207-0372	RPRS REGARDING CN2-17	953.50	Maintenance Ren
						CHECK TOTAL -	9,414.75	
MICHELS MATERIALS	43109	09/14/2017	340136	AP	400-0402-770-6730	GRAVEL	352.11	Other
	43109	09/14/2017	340136	AP	400-0000-207-0366	GRAVEL	115.17	Maintenance Ren
						CHECK TOTAL -	467.28	
ASHWAUBENON, VILLAGE OF	43138	09/21/2017	10-04-17	AP	400-0401-770-9270	NWPA MTG-SWEDBERG, SIMONS FLCM, LANE, JENS	125.00	Other
						CHECK TOTAL -	125.00	
DONALD HIETPAS & SONS INC	43144	09/21/2017	08-23-20	AP	400-0000-207-0366	SERVICE RELAY-ROOSEVELT	2,017.81	Maintenance Ren
						CHECK TOTAL -	2,017.81	
GRAYMONT CAPITAL INC	43151	09/21/2017	98368RI	AP	400-0401-770-6410	HYDRATED LIME	3,535.83	Other
	43151	09/21/2017	98849RI	AP	400-0401-770-6410	HYDRATED LIME	3,287.97	Other
						CHECK TOTAL -	6,823.80	

VENDOR NAME	CHECK #	CHECK DATE	TRANS INV#	CODE	ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT	DEPARTMENT
CORE & MAIN LP	43154	09/21/2017	H637740	AP	400-0402-770-6770	HYDRANT EXTENSIONS	760.00	Other
					CHECK TOTAL -		760.00	
KRUEGER TRUE VALUE	43161	09/21/2017	81106	AP	400-0402-770-6520	2 CYCLE OIL	10.75	Other
	43161	09/21/2017	81530	AP	400-0402-770-6520	RUST CONVERTER	6.74	Other
	43161	09/21/2017	81529	AP	400-0402-770-6520	SOCKET SET, PEROXIDE, ALCOHOL, VINEGAR	22.17	Other
	43161	09/21/2017	81481	AP	400-0402-770-6520	SPRAYER	38.69	Other
	43161	09/21/2017	81310	AP	400-0402-770-6750	TEFLON TAPE	12.57	Other
	43161	09/21/2017	80769	AP	400-0402-770-6520	VINEGAR	14.36	Other
	43161	09/21/2017	80858	AP	400-0401-770-6620	BLADES, MEASURE TAPES, BROOM, SAW, U-JOINT	55.88	Other
	43161	09/21/2017	81070	AP	400-0402-770-6780	SAW BLADES	8.99	Other
	43161	09/21/2017	80988	AP	400-0402-770-6520	HANDY BOX	3.22	Other
	43161	09/21/2017	81581	AP	400-0401-770-6430	ANT KILLER	7.19	Other
	43161	09/21/2017	82016	AP	400-0402-770-6780	BATTERIES	7.18	Other
					CHECK TOTAL -		187.74	
MICHELS MATERIALS	43167	09/21/2017	340627	AP	400-0000-207-0366	GRAVEL	226.39	Maintenance Ren
	43167	09/21/2017	340627	AP	400-0402-770-6750	GRAVEL	77.23	Other
					CHECK TOTAL -		303.62	
ROBERT E LEE & ASSOCIATES INC	43182	09/21/2017	72555	AP	400-0000-207-0369	AUG SVCS - GIS MAPPING	11,218.81	Maintenance Ren
					CHECK TOTAL -		11,218.81	
THOUNSAVATH, CY	43187	09/21/2017	WATER/RE	AP	400-0000-117-4202	REF CR BAL 13-00196-00-00 208 W WISCONSIN AVE	325.64	Maintenance Ren
					CHECK TOTAL -		325.64	
GRAYMONT CAPITAL INC	43207	09/28/2017	99377RI	AP	400-0401-770-6410	HYDRATED LIME	3,017.16	Other
					CHECK TOTAL -		3,017.16	
INSIGHT PUBLIC SECTOR	43210	09/28/2017	11005543	AP	400-0401-770-6430	LOTUS NOTES/DOMINO RENEW 08/2017-08/2018	192.15	Other
					CHECK TOTAL -		192.15	
					GRAND TOTAL -		55,631.60	

VENDOR NAME	CHECK #	CHECK DATE	TRANS INV#	CODE	ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT	DEPARTMENT
JPMORGAN CHASE BANK NA	136	09/11/2017	08-31-17	AP	400-0401-770-6430	UNITED PAPER CORPORATI MULTIFOLD TOWELS	279.81	Other
	136	09/11/2017	08-31-17	AP	400-0402-770-6520	AMAZON MKTPLACE PMTS VACUUM FILTER	8.99	Other
	136	09/11/2017	08-31-17	AP	400-0401-770-6420	THE UPS STORE 2376 SHIPPING LAB TESTS	26.30	Other
	136	09/11/2017	08-31-17	AP	400-0401-770-6410	HAWKINS INC AQUA AMMONIA	577.89	Other
	136	09/11/2017	08-31-17	AP	400-0401-770-6410	HAWKINS INC SODIUM PERMANGANATE	2,193.16	Other
	136	09/11/2017	08-31-17	AP	400-0402-770-6520	AMAZON.COM VACUUM FILTERS	18.88	Other
	136	09/11/2017	08-31-17	AP	400-0402-770-6520	EMI SUPPLY INC CAULK	89.50	Other
	136	09/11/2017	08-31-17	AP	400-0401-770-6420	IDEXX DISTRIBUTION INC LAB REAGENTS	1,281.88	Other
	136	09/11/2017	08-31-17	AP	400-0402-770-6520	AMAZON.COM FOAM TAPE	19.98	Other
	136	09/11/2017	08-31-17	AP	400-0401-770-6420	NORTHERN LAKE SERVICE, LAB TESTS	640.00	Other
	136	09/11/2017	08-31-17	AP	400-0402-770-6520	ZORO TOOLS INC BELT DRIVE MOTOR	179.10	Other
	136	09/11/2017	08-31-17	AP	400-0402-770-6520	CALGASDIRECT CALIBRATION GAS	330.30	Other
	136	09/11/2017	08-31-17	AP	400-0401-770-6410	HAWKINS INC LPC 4	3,301.92	Other
	136	09/11/2017	08-31-17	AP	400-0401-770-6410	HAWKINS INC ENVIR CHRGR	20.00	Other
	136	09/11/2017	08-31-17	AP	400-0401-770-6420	THE UPS STORE 2376 SHIPPING LAB TEST	26.30	Other
	136	09/11/2017	08-31-17	AP	400-0401-770-6430	CINTAS 443 FLOOR MATS	33.09	Other
	136	09/11/2017	08-31-17	AP	400-0401-770-6650	CINTAS 443 FLOOR MATS	33.08	Other

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CITY OF NEENAH
Detail CHECK REGISTER- JP MORGAN (Water
Period Ending - 09/30/2017

PAGE: 4
RUN DATE: 10/06/2017
RUN TIME: 17:01:53

VENDOR NAME	CHECK #	CHECK DATE	TRANS INV#	CODE	ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT	DEPARTMENT
	136	09/11/2017	08-31-17	AP	400-0401-770-6430	UNITED PAPER CORPORATI LAB TOWELS,WIPES	352.25	Other
	136	09/11/2017	08-31-17	AP	400-0401-770-6420	NORTHERN LAKE SERVICE, INV 319230 LAB TESTS	68.00	Other
	136	09/11/2017	08-31-17	AP	400-0401-770-6420	NORTHERN LAKE SERVICE, INV 319458 LAB TESTS	560.00	Other
	136	09/11/2017	08-31-17	AP	400-0402-770-6520	BULBTOWN BULB WIRE TERMINALS	17.60	Other
	136	09/11/2017	08-31-17	AP	400-0401-770-6420	THE UPS STORE 2376 SHIPPING LAB TEST	21.98	Other
	136	09/11/2017	08-31-17	AP	400-0401-770-6650	VESTA *AT&T MONTHLY GPS PHONE	26.25	Other
	136	09/11/2017	08-31-17	AP	400-0401-770-6650	DRI*ESRI TAX REIMBURSEMENT GIS LIC	75.00-	Other
						CHECK TOTAL -	10,031.26	

VENDOR NAME	CHECK #	CHECK DATE	TRANS INV#	CODE	ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT	DEPARTMENT
JPMORGAN CHASE BANK NA	137	10/10/2017	09-15-17	AP	400-0401-770-9260	AFFINITYHLTH EMFSOL 360416/DRUG & ALCOHOL TES	61.00	Other
	137	10/10/2017	09-15-17	AP	400-0401-770-9260	AFFINITYHLTH EMFSOL 360992/3RD QTR EAP FEES	82.08	Other
	137	10/10/2017	09-15-17	AP	400-0401-770-6430	CONNECTING POINT 484059IN/SYN-APPS MAINT	25.20	Other
	137	10/10/2017	09-15-17	AP	400-0401-770-6630	BADGER METER INC 1185271/METER FLANGES	1,061.51	Other
	137	10/10/2017	09-15-17	AP	400-0000-207-0364	BADGER METER INC 1184747/METERS & ACCESSOR	5,891.10	Maintenance Ren
	137	10/10/2017	09-15-17	AP	400-0000-207-0364	BADGER METER INC 1185487/METERS & ACCESSOR	2,337.30	Maintenance Ren
	137	10/10/2017	09-15-17	AP	400-0401-770-9210	CDW GOVT #KDG3894 REPLACEMENT LCD - JENS	126.74	Other
	137	10/10/2017	09-15-17	AP	400-0401-770-6430	CINTAS 443 FLOOR MATS	33.09	Other
	137	10/10/2017	09-15-17	AP	400-0401-770-6650	CINTAS 443 FLOOR MATS	33.08	Other
	137	10/10/2017	09-15-17	AP	400-0402-770-6520	MILLS FLEET FARM 100 BLAST MEDIA	15.98	Other
	137	10/10/2017	09-15-17	AP	400-0401-770-6430	SUPERIOR CHEMICAL CORP CLEANING SUPPLIES	339.21	Other
	137	10/10/2017	09-15-17	AP	400-0401-770-6420	THE UPS STORE 2376 SHIPPING LAB TESTS	26.30	Other
	137	10/10/2017	09-15-17	AP	400-0401-770-6420	CULLIGAN WATER CONDITI LAB WATER	43.00	Other
	137	10/10/2017	09-15-17	AP	400-0401-770-6420	THE UPS STORE 2376 SHIPPING LAB TESTS	35.58	Other
	137	10/10/2017	09-15-17	AP	400-0401-770-6410	AIRGASS NORTH CARBON DIOXIDE	2,049.79	Other
	137	10/10/2017	09-15-17	AP	400-0402-770-6510	AMAZON.COM SECURITY CAMERAS	911.42	Other
	137	10/10/2017	09-15-17	AP	400-0402-770-6520	INSTRUMART NH3 SENSOR	406.00	Other
CHECK TOTAL -							13,478.38	
JPMORGAN CHASE BANK NA	139	10/10/2017	09-29-17	AP	400-0401-770-6260	USCC CALL CENTER AIRTIME 7/22 - 8/21	1.05	Other
	139	10/10/2017	09-29-17	AP	400-0401-770-6430	USCC CALL CENTER AIRTIME 7/22 - 8/21	1.03	Other
	139	10/10/2017	09-29-17	AP	400-0401-770-6620	USCC CALL CENTER AIRTIME 7/22 - 8/21	2.80	Other
	139	10/10/2017	09-29-17	AP	400-0401-770-6630	USCC CALL CENTER AIRTIME 7/22 - 8/21	2.48	Other
	139	10/10/2017	09-29-17	AP	400-0401-770-6650	USCC CALL CENTER AIRTIME 7/22 - 8/21	2.79	Other
	139	10/10/2017	09-29-17	AP	400-0401-770-9020	USCC CALL CENTER AIRTIME 7/22 - 8/21	2.46	Other
	139	10/10/2017	09-29-17	AP	400-0401-770-6630	USCC CALL CENTER AIRTIME 7/22 - 8/21	7.22	Other
	139	10/10/2017	09-29-17	AP	400-0401-770-6650	USCC CALL CENTER AIRTIME 7/22 - 8/21	7.20	Other

VENDOR NAME	CHECK #	CHECK DATE	TRANS		ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT	DEPARTMENT
			INV#	CODE				
	139	10/10/2017	09-29-17	AP	400-0401-770-6650	IBI - SUPPLYWORKS #225	282.23	Other
						RESTROOM SUPPLIES		
	139	10/10/2017	09-29-17	AP	400-0401-770-6620	USA BLUE BOOK	281.57	Other
						MARKING FLAGS		
	139	10/10/2017	09-29-17	AP	400-0401-770-6430	TDS METROCOM	60.65	Other
						AUG TDS PHONE		
	139	10/10/2017	09-29-17	AP	400-0401-770-6630	TDS METROCOM	20.22	Other
						AUG TDS PHONE		
	139	10/10/2017	09-29-17	AP	400-0401-770-6650	TDS METROCOM	40.44	Other
						AUG TDS PHONE		
	139	10/10/2017	09-29-17	AP	400-0401-770-9030	TDS METROCOM	5.29	Other
						AUG TDS PHONE		
	139	10/10/2017	09-29-17	AP	400-0401-770-9210	TDS METROCOM	7.94	Other
						AUG TDS PHONE		
	139	10/10/2017	09-29-17	AP	400-0401-770-6420	WI STATE HYGIENE LAB	25.00	Other
						LAB TEST 8/2		
	139	10/10/2017	09-29-17	AP	400-0401-770-9270	BADGER METER INC	540.00	Other
						TRIMBLE TRAINING		
	139	10/10/2017	09-29-17	AP	400-0401-770-9210	COMPLETE OFFICE OF WIS	3.13	Other
						150339/RECEIPT BOOK		
	139	10/10/2017	09-29-17	AP	400-0401-770-6430	ELIMINATOR PEST MGT.	125.00	Other
						SPIDER SPRAYING 8/16		
	139	10/10/2017	09-29-17	AP	400-0401-770-6650	ELIMINATOR PEST MGT.	125.00	Other
						SPIDER SPRAYING 8/16		
	139	10/10/2017	09-29-17	AP	400-0402-770-6730	DAVIES WATER #1476	3,920.00	Other
						229145/VALVE BOX PARTS		
	139	10/10/2017	09-29-17	AP	400-0401-770-6630	DAVIES WATER #1476	384.00	Other
						230374/METER TEST		
	139	10/10/2017	09-29-17	AP	400-0000-207-0364	BADGER METER INC	46.80	Maintenance Ren
						METERS & ACCESSORIES		
	139	10/10/2017	09-29-17	AP	400-0000-207-0364	BADGER METER INC	6,210.80	Maintenance Ren
						1187695/TRIMBLE READER		
	139	10/10/2017	09-29-17	AP	400-0402-770-6760	BADGER METER INC	1,230.86	Other
						1181097/METER PARTS		
CHECK TOTAL -							13,335.96	
GRAND TOTAL -							26,814.34	

*** END OF REPORT ***

+10,031.26

36,845.60

NEENAH WATER UTILITY

3rd QUARTER FINANCIAL REPORT

January 1 through September 30, 2017

KENT TAYLOR
Director, Neenah Water Utility

Neenah Water Utility				
Comparative Balance Sheet				
as of September 30, 2017 & 2016				
Assets	2017		Assets	2016
Current Assets			Current Assets	
Cash & Cash Equivalents			Cash & Cash Equivalents	
Cash on Hand	\$ 2,325,269		Cash on Hand	\$ 1,245,838
Working Funds - Petty Cash	200		Working Funds - Petty Cash	200
Special Deposits	569		Special Deposits	569
Prepays	0		Prepays	0
Other Current Assets	0		Other Current Assets	0
Total Cash & Cash Equivalents		\$ 2,326,038	Total Cash & Cash Equivalents	\$ 1,246,607 A
Temporary Investments			Temporary Investments	
Unrestricted	\$ 1,044,795		Unrestricted	\$ 919,851
Restricted for Debt Service	1,550,540		Restricted for Debt Service	1,529,863 B
Replacement Reserves	2,776,457		Replacement Reserves	2,668,321
Total Temporary Investments		\$ 5,371,793	Total Temporary Investments	\$ 5,118,035
Receivables			Receivables	
Customer Account	\$ 1,989,613		Customer Account	\$ 2,167,817 C
Other	6,108		Other	3,279 D
Public/Municipal	24,922		Public/Municipal	31,120 E
Investment Interest	4,088		Investment Interest	10,146
Total Receivables		\$ 2,024,731	Total Receivables	\$ 2,212,362
Inventory			Inventory	
Chemical	\$ 97,556		Chemical	\$ 119,531
Meter & Hydrant Supplies	29,958		Meter & Hydrant Supplies	29,646
Total Inventory		\$ 127,514	Total Inventory	\$ 149,177 F
Total Current Assets		\$ 9,850,077	Total Current Assets	\$ 8,726,181
NonCurrent Assets			NonCurrent Assets	
Revenue Bond Reserve Investments		778,500	Revenue Bond Reserve Investments	778,500
Revenue Bond Depreciation Fund Investments		250,000	Revenue Bond Depreciation Fund Investments	250,000
Net Pension Asset		0	Net Pension Asset	0
Unamortized Discounts on Borrowing/Refunding		(108,981)	Unamortized Discounts on Borrowing/Refunding	(107,514)
Unamortized Loss on Advanced Refunding		72,503	Unamortized Loss on Advanced Refunding	85,543
Deferred Outflows Related to Pension		0	Deferred Outflows Related to Pension	0
Deferred loss on Retirement		0	Deferred loss on Retirement	129,057
Fixed Assets			Fixed Assets	
Utility Plant in Service	\$ 61,315,236		Utility Plant in Service	\$ 60,612,113
Less: Accumulated Depreciation	(19,039,973)		Less: Accumulated Depreciation	(17,593,226)
Net Utility Plant in Service		\$ 42,275,263	Net Utility Plant in Service	\$ 43,018,887
Deferred Special Assessments		\$ 416,238	Deferred Special Assessments	\$ 416,238
Construction Work in Progress		700,759	Construction Work in Progress	741,634
Pensions		678,614	Pensions	0
Non-Utility Property			Non-Utility Property	0
Total NonCurrent Assets		45,062,896	Total NonCurrent Assets	45,312,345
Total Assets		\$54,912,973	Total Assets	\$54,038,526
Liabilities & Capital			Liabilities & Capital	
Current Liabilities			Current Liabilities	
Payables			Payables	
Due to Vendors/Contractors	0		Due to Vendors/Contractors	0
Due to Municipality	0		Due to Municipality	0 G
Total Payables		\$0	Total Payables	\$0 H
Accruals			Accruals	
Payrolls	\$ 8,882		Payrolls	\$ 9,020
In Lieu of Property Taxes	1,051,773		In Lieu of Property Taxes	1,085,671 I
Interest	157,065		Interest	193,042
Other Misc Accruals	0		Other Misc Accruals	0
Total Accruals		\$ 1,217,719	Total Accruals	\$ 1,287,733
Net Pension Liability		\$ 121,833	Net Pension Liability	0
Total Current Liabilities		\$1,339,552	Total Current Liabilities	\$1,287,733
NonCurrent Liabilities			NonCurrent Liabilities	
Revenue/Refunding Bonds/Notes		\$ 5,420,000	Revenue/Refunding Bonds/Notes	\$ 5,500,000 J
Safe Drinking Loan		11,449,816	Safe Drinking Loan	12,860,789 K
City Loan		-	City Loan	299,435
Employee Vacation & Sick Leave Reserve		181,203	Employee Vacation & Sick Leave Reserve	167,235
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		\$ 17,483,957	Total NonCurrent Liabilities	\$ 19,260,397
Total Liabilities		\$ 18,823,510	Total Liabilities	\$ 20,548,130
Deferred Inflows Related to Pension		\$ 256,396	Deferred Inflows Related to Pension	0
Capital & Retained Earnings			Capital & Retained Earnings	
City Paid in Capital		\$ 2,645,651	City Paid in Capital	\$ 2,645,651 L
Beginning Retained Earnings	\$ 31,356,892		Beginning Retained Earnings	\$ 29,215,733
Net Income (Loss)	1,830,524		Net Income (Loss)	1,629,012 M
Ending Retained Earnings		\$ 33,187,416	Ending Retained Earnings	\$ 30,844,745
Total Capital & Retained Earnings		35,833,067	Total Capital & Retained Earnings	33,490,396
Total Liabilities & Capital		\$ 54,912,973	Total Liabilities & Capital	\$54,038,526

**Neenah Water Utility
Notes and Explanations
Comparative Balance Sheet
For the Period Ending, September 30, 2016 & 2017**

Liquidity (Current assets/current liabilities) ratio = 7.39. Above 1 is the goal.
2016 = 6.78

- 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) 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 March to public accounts (schools, city, library, museum) and amount due from city TIF districts.
- F) Value of treatment chemicals and distribution materials held in inventory.
- G) Vendor invoices to be paid and retainers for Construction Work in Progress Contracts.
- H) Total Payables includes: sewer fee, payrolls, fringe benefits, quarterly dividend, quarterly administrative charges, wastewater billing, monitoring charges and miscellaneous billings from the City (postage, phone, gas, etc.)
- I) PILOT based on Utility Plant in Service.
- J) Includes revenue bonds from 2004, 2007, 2012 and 2013. Maturity dates 12/1/2017, 12/1/2026, 12/1/2021 and 12/1/2021.
- K) Safe Drinking Water Loan used for plant construction, from 2005 and 2006. Maturity dates 5/1/2024 and 5/1/2025.
- L) Includes City's initial investment, and projects paid by TIF.
- M) Net income

Neenah Water Utility				
Comparative Income Statement				
for the 9 Months Ending - September 30, 2017 & 2016				
	2017	2016	Percent Change	
Water Operating Revenue				
Unmetered				
Sales to General Customers (WFC)	2,823	4,000	-29.4%	(A)
Private Fire Protection (Firelines)	97,244	95,524	1.8%	(B)
Public Fire Protection - All Customers	1,240,149	1,233,733	0.5%	(C)
Total Unmetered Revenue	\$1,340,216	\$1,333,257	0.5%	
Metered				
Bulk Water - All Customer Types	1,972	634	211.1%	(D)
Residential Customers	2,336,837	2,365,644	-1.2%	(E)
Multi Residential Customers	123,524	115,596	6.9%	(F)
Commercial Customers	717,046	687,386	4.3%	(G)
Industrial Customers	1,125,516	1,158,979	-2.9%	(H)
Municipal/Other Public Customers	96,957	103,783	-6.6%	(I)
Total Metered Revenue	\$4,401,853	\$4,432,022	-0.7%	
Total Water Operating Revenue	\$ 5,742,069	\$ 5,765,279	-0.4%	(J)
Other Operating Revenue				
Forfeited Discounts	38,873	41,180	-5.6%	(K)
Miscellaneous Service Revenues	24,132	21,092	14.4%	(L)
Water Property Rental Revenue	85,238	83,773	1.7%	(M)
Other Revenues	9,836	4,648	111.6%	(N)
Total Other Operating Revenue	\$158,079	\$150,693	4.9%	
Total Operating Revenue	\$ 5,900,148	\$ 5,915,972	-0.3%	
Operating Expenses				
Source of Supply Expenses	5,209	1,172	344.5%	(O)
Pumping Expenses	158,893	172,632	-8.0%	(P)
Water Treatment Expenses	674,224	681,994	-1.1%	(Q)
Transmission & Distribution Expenses	351,511	393,471	-10.7%	(R)
Customer Account Expenses	103,592	101,990	1.6%	(S)
Administrative & General Expenses	211,786	218,203	-2.9%	(T)
Employee Fringe Benefit Expense	233,889	252,460	-7.4%	(U)
Depreciation Expense	1,207,500	1,275,000	-5.3%	(V)
Property Tax Expense	793,731	821,165	-3.3%	(W)
Payroll Tax Expense	56,473	55,363	2.0%	(X)
Other Tax Expense	5,408	0	0.0%	
Total Operating Expenses	\$ 3,802,216	\$ 3,973,450	-4.3%	
Net Operating Income (Loss)	\$ 2,097,932	\$ 1,942,522	8.0%	
Other Revenue				
Merchandising & Jobbing Revenue	7,225	8,289	NA	(Y)
Interest Income	47,316	48,709	-2.9%	(Z)
Amortization of Debt Premium	14,497	14,497	0.0%	
Capital Contributions	16,084	0	NA	
Miscellaneous Non-Operating Income	3,755	6,544	0.0%	(AA)
Total Other Revenue	\$ 88,878	\$ 78,039	13.9%	
Other Expenses				
Interest Expense on Long-Term Debt	313,746	371,201	-15.5%	
Amortization Expense on Long-Term Debt	9,782	9,782	0.0%	
Interest Expense on Debt to Municipality	0	10,566	-100.0%	
Other Non-Operating Expense	32,758	0	#DIV/0!	
Total Other Expenses	\$ 356,286	\$ 391,549	-9.0%	
Net Income (Loss)	\$ 1,830,524	\$ 1,629,012	12.4%	(BB)

**Neenah Water Utility
Notes and Explanations
Comparative Income Statement
For the Period Ending, September 30, 2016 & 2017**

- A. Sales to General Customers is an indication of construction activity. Hydrant meters are used to measure the flow.
- 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 decreasing compared to last year, due to increased precipitation during the summer months.
- F. Multi-Family Residential reflects an increase from last year.
- G. Commercial revenues have increased.
- H. Industrial revenues reflect a decrease.
- I. Public sales include schools, parks, and other public buildings.
- J. Total Water Operating Revenues is the sum of A thru I. 2017 Q2 is 0.4% less than 2016 Q3.
- 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.

Neenah Water Utility
Notes and Explanations Comparative Income Statement
For the Period Ending, September 30, 2016 & 2017
Page 2 of 2

- P. Pumping Expenses are down in 2017 compared to 2016.
- Q. Treatment Expenses are down for the time period.
- R. Distribution Expenses are down for 2017, winter conditions were mild but similar compared to 2016.
- S. The Customer Account Expense is higher than in 2016. 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 down based on an estimate for Plant value for 2017.
- W. Payment In Lieu of Property Tax (PILOT) reflects the value of the water system.
- X. Payroll Tax (social security tax).
- Y. Merchandising and Jobbing includes sale of plumbing fittings, private meters, etc.
- Z. Interest Income decreased as interest rates increased.
- AA. Miscellaneous non-operating income.
- BB. Net income for 2017 is higher than 2016.

Memo



Date: October 16, 2017

To: Water Commission

From: Kent Taylor

Re: Development Agreement – Lots 64, 65, 66, & 70 of Liberty Heights Subdivision

Integrity Construction LLC, is proposing to install public utilities (water main and sanitary sewer main) along Woodenshoe Road south of County Road G to serve Lots 64, 65, 66, & 70 of the Liberty Heights Subdivision.

The Developer will be responsible for all costs associated with the installation of the water main and an estimated \$1,850.00 in water main inspection fees associated with the project.

The Water Utility is requesting the water main be oversized to accommodate future City growth. The Water Utility will reimburse the Developer the costs to oversize the water main per Utility policy. The City will collect a portion of the water main costs as property along the West side of Woodenshoe Road is annexed into the City and connects to the water main along Woodenshoe Road.

Staff recommends the approval of payment for the oversizing of the proposed water main in the Liberty Heights Subdivision on Woodenshoe Road referenced in the attached Development agreement.

THIS AGREEMENT, made pursuant to Chapter 25 of the City of Neenah Municipal Code by and between the CITY OF NEENAH, Winnebago County, Wisconsin, a body politic and municipal corporation by its Common Council ("City") and Integrity Construction, LLC, the owner and developer ("Developer") of the following property lying within the City of Neenah:

Liberty Heights Subdivision, All of Lots 64, 65, 66, and 70, being all of the northwest ¼ of the northwest ¼ of Section 7, all in Township 19 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin.

Hereinafter referred to as the "Property".

Recording Area

Return to:

James G. Godlewski, City Attorney
City of Neenah, 211 Walnut Street
Neenah, WI 54956

Parcel Nos.: 11-2070-00-00, 11-2064-00-00,
11-2065-00-00, and 11-2066-00-00

WHEREAS, Chapter 25 of the Neenah Municipal Code provides for the installation of required improvements (hereinafter referred to as the "Improvements") in new subdivisions, and

WHEREAS, Integrity Construction, LLC ("Developer") is the owner of Lots 64, 65, 66, and 70 in the Liberty Heights Subdivision, City of Neenah, Winnebago County, Wisconsin (the "Property"), and

WHEREAS, the Property is platted, but was never served with public sanitary sewer or water service, and

WHEREAS, the Developer is proposing to install public utilities (water and sanitary sewer) along Woodenshoe Road to serve the Property and subdivide Lot 70 into 3 buildable residential lots, and

WHEREAS, the above referenced Property was included as part of a Development and Fee Agreement ("Agreement") recorded in the Winnebago County Register of Deeds Office on 25th day of April 2006, and

WHEREAS, the Agreement described the installation of public improvements and associated fees within the Liberty Heights Subdivision development, and

WHEREAS, the fees listed in the Agreement have been satisfied for the Lots within this Property, and

WHEREAS, Exhibit 1 shows the Property which this development agreement is intended to include; and

WHEREAS, the City and the Developer, for their mutual benefit, have mutually agreed as to development and financial responsibilities for public improvements and fees in connection with the proposed Development and subdivision;

NOW THEREFORE, in consideration of the above recitals, which are contractual, and the mutual promises contained herein, the sufficiency of which is hereby acknowledged, it is mutually agreed as follows:

1. **Purpose.** This Agreement is intended to be an addendum to the Development and Fee Agreement (Document Number 1395541) recorded in the Winnebago County Register of Deeds Office on the 25th day of April 2006, and specific to Lots 64, 65, 66, and 70 of the Liberty Heights Subdivision.

2. **Storm Water Infrastructure Fee.** [Intentionally left blank]
3. **Stormwater Ponds.** [Intentionally left blank]
4. **Storm Water Management.** [Intentionally left blank]
5. **Streets, Sanitary Sewer, Storm Sewer, Watermain, Curb and Gutter and Sidewalks Within the Development.**

- a. **Water main.** Prior to the installation of water main, the Developer shall submit to the City full engineering plans. The Developer shall pay the full cost of water mains and water services within the Development including those that may front on all dedicated public lands, including but not limited to, parks, schools, dedicated public wetlands and open spaces, detention ponds and other public areas. The Developer shall provide the Water Utility a complete accounting of all costs related to the installation of the water main and appurtenances within the Development. The Neenah Water Utility shall own and maintain the water mains and appurtenances inside the Development. The water service to each residence shall be installed by the Developer and owned by the resident. The Neenah Water Utility shall maintain the service from the water main to and including the curb box. Maintenance from the curb box to the house shall be the responsibility of the resident. The Developer shall pay for Neenah Water Utility inspection and testing during installation of the water main inside the Development as detailed in Exhibit #2.

The Water Utility has requested that the water main along Woodenshoe Road South of CTH G be oversized to accommodate future water supply needs. The Water Utility shall reimburse the Developer for the additional cost attributable to installing 16-inch water main rather than the 10-inch water main required by the Water Utility's design and construction standards. Utility staff will work with the Developer to estimate the cost difference for labor and materials to install the 16-inch water main versus the 10-inch water main. An estimate of the oversizing reimbursement is included in Exhibit #2.

- b. **Sanitary Sewer.** Prior to the installation of sanitary sewer main, the Developer shall submit to the City full engineering plans. The Developer shall pay the full cost of installing all sanitary sewer mains and sanitary sewer laterals within the Development including those that may front on all dedicated public lands, including but not limited to, parks, schools, dedicated public wetlands and open spaces, detention ponds and other public areas. The City is requesting the installation of an oversized sewer main along Woodenshoe Road to accommodate future City growth. The City shall reimburse the Developer for the oversized sanitary sewer as estimated in Exhibit #2. The Developer shall pay the City for engineering inspection fees as estimated in Exhibit #2.
6. **Gravel Streets – Two-inch Asphalt mat.** [Intentionally left blank]
 7. **Park Dedication.** [Intentionally left blank]
 8. **Outlots and Public Parks.** [Intentionally left blank]
 9. **Sewer Cleaning and Televising Inspection.** Upon completion of installation of public utilities and prior to final acceptance by the City, the Developer shall clean all sanitary and storm sewer mains, all catch basin leads and all back yard drain pipes using a City approved sewer cleaning contractor utilizing modern "jet trucks" of adequate horsepower and capacity. Upon completion of sewer cleaning all sewer mains and back yard drainpipes shall be televised in color DVD format media provided to the City. Catch basin leads do not need to be televised but all leads must be cleaned and lamped and their condition verified in a written report. All catch basins and back yard drains shall be cleaned of gravel and debris.
 10. **Water Main and Sanitary Sewer Reimbursement.** The City agrees to reimburse the Developer

(Integrity Construction, LLC) up to one-half of the costs of the installation of the sewer main and water main along Woodenshoe Road when property along the west side of Woodenshoe Road annexes to the City. Reimbursement will only be made to Integrity Construction, LLC, and not its successors, future property owners, or any individual member of the company. The reimbursement amounts will be determined by the Department of Public Works (sanitary sewer) and the Water Utility (water main) once the final costs are submitted to the City. The oversizing of the sanitary sewer main and water main south of Briggs Lane will not be eligible for reimbursement as part of this section. The standard 8-inch sanitary sewer main and the 10-inch water main costs will be used to determine the reimbursement amount. The reimbursement period shall last a maximum of 10 years from the date this agreement is recorded at the Winnebago County Register of Deeds. Any annexations that occur after 10 years will not be required to pay the costs associated with the sanitary sewer and water mains along Woodenshoe Road.

11. **Public Improvements Dedication.** [Intentionally left blank]
12. **Utilities.** The Developer shall pay the entire cost associated with installation of underground gas, electric, telephone and cable TV utilities and street lights throughout the entire development including the cost of installing utilities and street lights adjacent to detention ponds, parks, outlots, green space, trails and other public lands. Streetlights shall be standard wood poles. The street lighting plan and electrical and natural gas layout shall be designed by We Energies and approved by the City prior to the issuance of Building Permits. The City shall pay We Energies the monthly electrical charge for standard street lighting. Should the Developer desire a decorative street lighting system, Developer shall be responsible for all additional costs associated with installation by We Energies and all future increased monthly electrical charges that are in excess of the standard monthly electrical charge for wooden poles. Streetlights are required and the Developer shall be responsible for requesting the street lighting system from We Energies.
13. **Off-Site and Other Existing Improvements.** [Intentionally left blank]
14. **Terrace Trees Contribution.** The Developer shall pay a terrace tree contribution in the amount of \$150.00 per lot for the subdivision of Lot 70 into 3 lots. This terrace tree contribution shall be paid by the Developer. The CSM shall note on its face "\$150.00 per lot 'Terrace Tree' contribution". This contribution will be deposited in the "City of Neenah Carpenter Tree Fund Trust" tax-exempt account and will be used to plant trees on the street terraces within the development at the time curb and gutter is installed (Exhibit #2).
15. **Building Permits.** Provided Developer has installed water mains and sanitary sewer to a given lot and guarantees of installation have been provided for electric, gas, phone and cable services, Developer and/or Developer's assigns and successors in interest shall be permitted to obtain building and erosion control permits for such lot.
16. **Damages.** The Developer shall repair or replace, as directed by the City and to the City's satisfaction, at Developer's own cost, any damage caused by the installation of the improvements.
17. **City Costs.** [Intentionally left blank]
18. **Estimated Cost Summary and Letter of Credit.** [Intentionally left blank]
19. **Financing Alternative.** [Intentionally left blank]
20. **Consistency With Adopted Ordinances and Resolutions.** The City represents that this Agreement and the terms and conditions contained herein are consistent with adopted ordinances and resolutions on the subject matter.
21. **Merger.** This Agreement along with Exhibits sets forth the entire understanding of the parties relative to its subject matter and supersedes and merges any and all prior communications, negotiations and agreements, oral or written.

22. **Governing Law.** This Agreement shall be construed in accordance with the laws of the State of Wisconsin.
23. **Severability.** It is understood and agreed that the provisions of this agreement shall be deemed severable and the invalidity or unenforceability of any one or more of the provisions contained herein shall not affect the validity and enforceability of the other provisions contained herein.
24. **Modification.** This agreement may not be modified or amended, except in writing, with the written consent of both the City and the Developer.
25. **Notices.** Any notices required under this agreement shall be deemed made as of the date deposited in the US mail, postage prepaid and addressed to the following.

If to the City:

City Clerk
City of Neenah
211 Walnut Street
Neenah, WI 54956

If to Developer:

Integrity Construction, LLC
Attn: Richard Van Sistine III
2835 W. College Avenue
Appleton, WI 54914

Dated this ____ day of _____, 2017.

CITY OF NEENAH

INTEGRITY CONSTRUCTION, LLC

_____(SEAL)
Dean R. Kaufert, Mayor

Richard C. Van Sistine III, Member

Attest: _____(SEAL)
Patricia A. Sturn, City Clerk

Michael J. Werth, Member

AUTHENTICATION

Signature(s) of Dean R. Kaufert, Mayor and Patricia A. Sturn, City Clerk authenticated this ____ day of _____, 2017.

Jean E. Werth, Member

ACKNOWLEDGMENT

James G. Godlewski
Title: Member State Bar of Wisconsin

STATE OF WISCONSIN)
) ss.
COUNTY OF _____)

THIS INSTRUMENT DRAFTED BY:

James G. Godlewski, City Attorney
211 Walnut St., Neenah, WI 54956

(SIGNATURES MAY BE AUTHENTICATED OR
ACKNOWLEDGED. BOTH ARE NOT NECESSARY.)

Personally came before me this ____ day of _____, 2017 the above- named Richard C. Van Sistine, Michael J. Werth, and Jean E. Werth who acknowledged that they are the members of Integrity Construction, LLC, a Wisconsin limited liability company, and that they are authorized to execute the foregoing instrument on Integrity Construction, LLC's behalf.

Notary Public, _____ County, Wisconsin.
My commission is permanent.
(If not, state expiration date: _____)

Exhibit #2
Liberty Heights Lots 64, 65, 66, and 70

Summary of Developer's Costs

Estimated Developer's Costs

Water Utility – Inspection Fee (Estimated)	\$ 1,850.00
Engineering – Inspection and Review Fees (Estimated)	\$ 4,500.00

Oversized Sanitary Sewer Reimbursement to Developer (Estimated)
To be determined

Oversized Water Reimbursement to Developer (Estimated)
To be determined

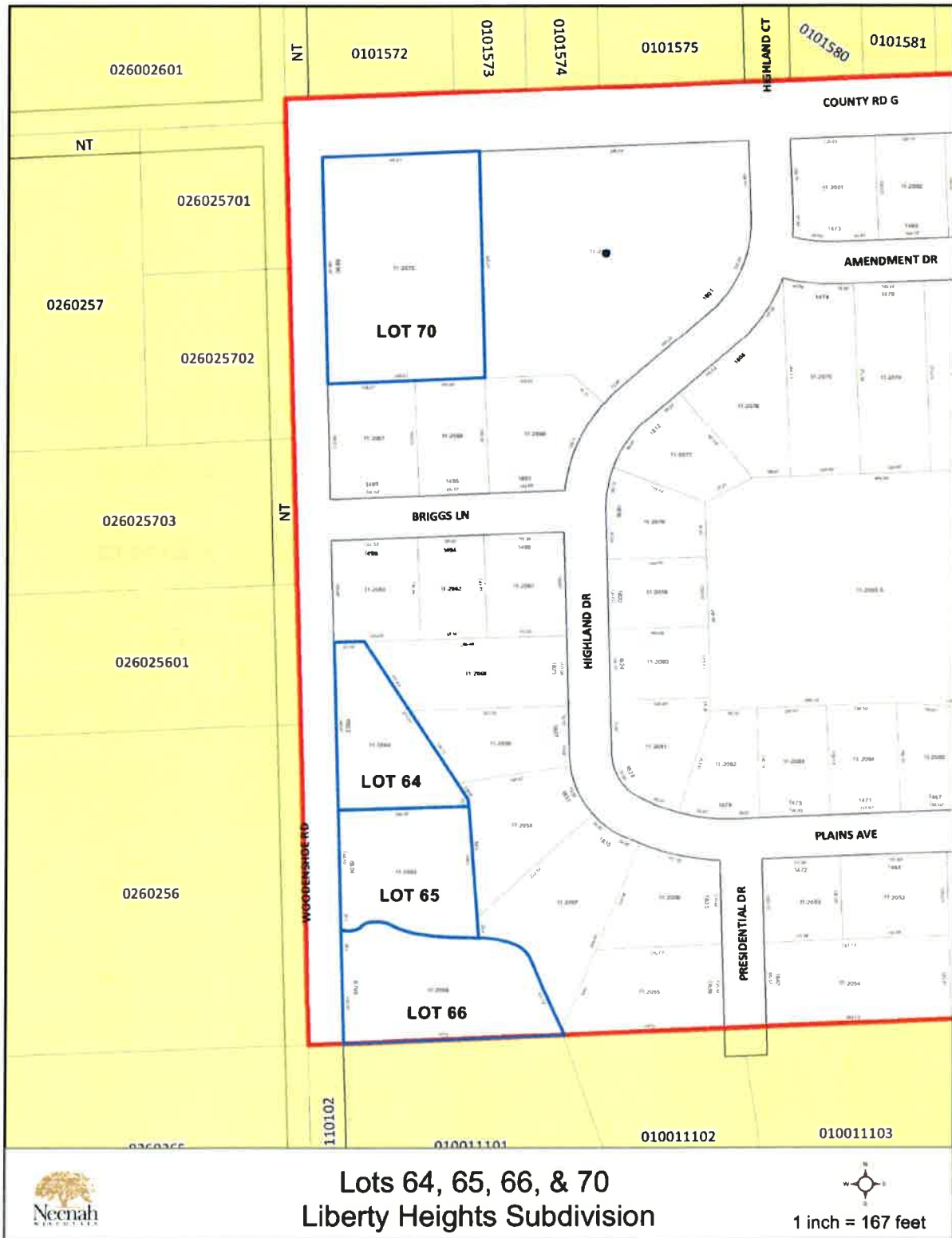
Terrace Tree Contribution Billed to Developer

Terrace Tree Contribution (\$150.00 x 3 lots)	\$ 450.00
---	-----------

Total to be billed by the City to Developer (estimated) \$ 6,800.00

**Total to be reimbursed by the City to Developer –
Utility Oversizing (estimated) \$ TBD**

Exhibit #1
Lots 64, 65, 66, and 70



Memo



Date: October 16, 2017
To: Water Commission
From: Kent Taylor
Re: Replacement Reserves Allocation Adjustment

Per Water Commission request, the monthly Replacement Reserve Account was evaluated and adjusted for future expenditures. The adjustment provides for one sludge lagoon to be dredged every two years, service vehicles and large equipment to be replaced every ten years, water towers to be painted every 20 years, and Granulated Activated Carbon to be reconditioned every ten years.

	Current Balance	Monthly Reserve	Proposed Reserve	Difference
Sludge Lagoons	\$2,329,268	\$25,000	\$20,000	(\$5,000)
Vehicles	\$151,440	\$2,500	\$4,000	\$1,500
Tower Painting	\$255,750	\$2,750	\$5,000	\$2,250
Hydrant Painting	\$40,000	\$0	\$1,250	\$1,250
GAC Filter Media	\$0	\$0	\$4,000	\$4,000
Totals	<u>\$2,776,457</u>	<u>\$30,250</u>	<u>\$34,250</u>	<u>\$4,000</u>

Staff recommends the approval of the adjusted Replacement Reserve Account to take effect January 2018.

**Directors Report
October 16, 2017**

1. Leak Report
2. Chemical Feed & Delivery System update.
3. Geographical Information System (GIS) update.
4. Sludge Lagoon Dredging update.
5. Towerview Water Tower update.
6. The next Water Commission Meeting is scheduled for November 20, 2017.