

AGENDA

NEENAH WATER UTILITY REGULAR WATER COMMISSION MEETING AND STORM WATER CITIZEN ADVISORY BOARD MEETING

Monday, January 17, 2022

4:30 P.M.

Council Chambers – City Hall

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

1. Approve Regular Meeting Minutes for December 20, 2021 (Attachment)
2. Approve the Invoices for December 2021 (Attachment)
3. Appearances
4. Old Business/New Business
 - A. Request to Approve Draft Private Well Regulation Ordinance (Attachment)
 - B. Request to Update Private Well Permit Fee (Attachment)
 - C. Request to Replace Water Main on Apple Blossom Drive from Tullar Road to Primrose Lane in Conjunction with Contracted Work in 2022 (Attachment)
 - D. Storm Water Report (Attachment)
 - E. Director's Report (Attachment)
 - F. Any Other Business That May Legally Come Before the Commission
 - G. Adjournment

*In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the **Water Utility Administrative Assistant at 920-886-6180** or the **City's ADA Coordinator at (920) 886-6106** or e-mail attorney@ci.Neenah.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.*

MINUTES OF THE NEENAH WATER WORKS COMMISSION

Regular Meeting – December 20, 2021

Council Chambers – City Hall

Present: President Kaufert; Commissioners: Schmeichel, Boyette, Bauman, and Lang; Director Mach,

Excused: None.

President Kaufert called the meeting to order at 4:32 p.m.

Approve Regular Meeting Minutes for November 15, 2021 – Following discussion, **M.S.C. Boyette/Bauman to approve the November 15, 2021 Regular Meeting Minutes.** All voting aye.

Approve the Invoices for November 2021 – Director Mach noted that Finance included the October P-Card transactions in the packet. Commissioners questioned invoices and charges from Becker Boiler, Underwater Construction Corporation, Meulemans Brothers Electric, LLC, Van Rite Plumbing, Inc., Midco Diving & Marine Services, and Wisconsin Central Ltd. Director Mach explained that the charges from Becker Boiler are the final payments for the repair of the large plant boiler. Underwater Construction Corporation is the contractor that cleans in the intake yearly and Midco Diving & Marine Services was responsible for the 5-year clearwell inspection and gate valve repair. Van Rite Plumbing provided lead service line replacements for two homes with difficult piping configurations while Meulemans Brothers provided proper grounding service to these homes. These service line and re-grounding charges are reimbursable from the property owner to the Utility. The invoice from Wisconsin Central is for the yearly rental of railroad property located at the Bergstrom Road water main crossing.

Following discussion, **M.S.C. Schmeichel/Boyette to approve the November 2021 invoices.** All voting aye.

Appearances – None.

Old Business/New Business

Approve Final 2022 CIP – Director Mach presented the Final 2022 CIP for the Commission's consideration. President Kaufert requested that the Plant, Metering, and Equipment CIP be reduced by 10%. In order to satisfy this request, Director Mach suggested removing the line item for the Dump Truck replacement for \$175,000 and adding the replacement of the Leak Truck for \$60,000. This will result in a net decrease in budgeted expenditures of \$115,000. Staff have indicated that the Dump Truck is in acceptable shape, but the Leak Truck is in need of immediate replacement. The Commission asked the Director to finalize the spreadsheet with the final budget amounts. This spreadsheet will be included in the Minutes.

Commissioners requested an explanation of the budgeted increases in the water main construction projects. Director Mach noted that labor and materials costs rose sharply during the preparation of the Final CIP. Commissioners asked if the actual costs will fall somewhere between the Spring CIP and the Fall CIP values. Director Mach indicated that this is likely to be the case. Furthermore, the Director explained that the circumstances behind the requested changes are unique to the current economic situation.

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

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Award 2022 Chemical Bids – Director Mach presented the bids received for treatment chemicals purchased in 2022. It was projected that chemical expenditures would be up approximately 30% year over year. However, the actual increase was less than 20%. Commissioners noted that the quantity of bids is down over the last bidding cycle. Director Mach explained that raw materials costs and economic uncertainty led a number of companies to withhold their bids.

Following discussion, **M.S.C. Lang/Boyette to award all low bids received for chemicals purchased in 2022.** All voting aye.

Award Purchase of Pickup Truck with Extended Cab – Director Mach presented the bids received for the replacement of the 2012 Dodge Pickup. The low bid was offered by All World Ford of Hortonville, WI at \$29,932.95 for a 2022 Ford F-150 Extended Cab with an alternate bid of \$19,932.95 which includes a \$10,000.00 trade-in for the existing 2012 Dodge Ram.

Following discussion, **M.S.C. Boyette/Schmeichel to award the alternate bid of \$19,932.95 for a 2022 Ford F-150 Extended Cab which includes a \$10,000.00 trade-in for the existing Dodge Ram.** All voting aye.

President Kaufert Left the meeting at 5:31 p.m. Vice President Schmeichel as acting President for the remainder of the meeting.

Director's Report –

1. Water Loss Report.
2. Pay Estimate No. 2, Contract 6-21, Various Concrete Pavement and Sidewalk Repairs, to Jim Fischer, Inc., Appleton, WI, in the amount of \$32,739.46 for mains and \$5,353.04 for services. This pay estimate was approved at the November 23, 2021 Board of Public Works meeting.
3. We are pleased to welcome Mr. Steve Janssen to the team as our new Water Distribution Tech I. Mr. Janssen started with the Utility on December 9, 2021 – Commissioners welcomed Mr. Janssen to the Water Utility.
4. Construction update – Freedom Acres Phase I water main installation is complete and accepted.
5. High Service and Intermediate Pump rebuild update – Both pumps have been rebuilt and reinstalled. Staff were very pleased with the work.
6. Boiler update – The boiler has been repaired and is in good working condition.
7. Solar installation update – The installation was inspected and commissioned successfully on 12/13/2021.
8. The next regular Water Commission Meeting is scheduled for January 17, 2022.

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

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

Adjournment – **M.S.C. Boyette/Lang to adjourn at 5:53 p.m.** All voting aye.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Anthony L. Mach', written in a cursive style.

Anthony L. Mach
Director, Neenah Water Utility

WATER UTILITY CASH ACTIVITY
December 2021 (Estimate)

Cash Balance December 1, 2021		\$2,512,778
Cash Receipts		
Water Collection Receipts	788,232	
Other Water Receipts	25,442	
Freedom Acres Assessments	<u>34,613</u>	
		848,287
Cash Distributions		
Check Register	82,139	
P-Card Register	26,757	
12/1 Debt Service Payment	714,625	
Disbursements to the City	<u>444,585</u>	
		<u>1,268,106</u>
Cash Balance December 31, 2021		<u><u>\$2,092,959</u></u>

DEC DISBURSEMENTS TO THE CITY

Payroll		\$94,642
Payroll Benefits		39,509
Vehicle Fuel & Fluids		1,448
Vehicle Maintenance		237
IS Services		3,058
Postage		1
4th Qtr Printcare		106
4th Qtr Rent		2,723
4th Qtr-Sending/Collecting Bills-Pmnt to City		16,570
4th Qtr-Finance, HR, Legal Services-Pmnt to City		28,990
4th Qtr Payment in Lieu of Taxes		257,301
Total Disbursements to the City		<u><u>\$444,585</u></u>

REPLACEMENT FUND RESERVES AS OF DECEMBER 2021

Sludge Lagoon		\$2,161,747
Vehicles		218,084
Painting Towers		391,495
Painting Hydrants		54,000
GAC Media Replacement		530,000
Pump Rehab		<u>16,000</u>
Total Replacement Fund Reserves		<u><u>\$3,371,326</u></u>

VENDOR NAME	CHECK #	CHECK DATE	TRANS		ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT
			INV#	CODE			
U S BANK	392	12/31/2021	12-12-21	AP	400-0401-770-9270	ASPIRUS OCC HEALTH WAU AUDIOGRAMS	221.00
	392	12/31/2021	12-12-21	AP	400-0401-770-6410	KEMIRA WATER SOLUTIONS FERRIC SULFATE	5,750.64
	392	12/31/2021	12-12-21	AP	400-0402-770-6510	FABICK CAT 1 PARTS SVC GENERATOR PARTS/SERVICE	3,143.31
	392	12/31/2021	12-12-21	AP	400-0402-770-6510	WERNER ELECTRIC - APPLETO S6634287.001 GATE CONDUIT	106.36
	392	12/31/2021	12-12-21	AP	400-0402-770-6510	WERNER ELECTRIC - APPLETO S6633847.001 GATE WIRE	532.97
	392	12/31/2021	12-12-21	AP	400-0401-770-6420	USA BLUE BOOK LAB REAGENTS	23.76
	392	12/31/2021	12-12-21	AP	400-0402-770-6520	USA BLUE BOOK PUMP TUBES	257.28
	392	12/31/2021	12-12-21	AP	400-0401-770-6420	USA BLUE BOOK LAB REAGENTS	669.56
	392	12/31/2021	12-12-21	AP	400-0402-770-6520	HOMEDEPOT.COM SPACE HEATERS	73.70
	392	12/31/2021	12-12-21	AP	400-0401-770-6430	CINTAS CORP TREATMENT MATS/MOPS	51.98
	392	12/31/2021	12-12-21	AP	400-0401-770-6650	CINTAS CORP DISTRIBUTION MATS/MOPS	51.98
	392	12/31/2021	12-12-21	AP	400-0401-770-6420	THE UPS STORE 2376 LAB SHIPPING	10.71
	392	12/31/2021	12-12-21	AP	400-0402-770-6780	POLLARDWATER.COM #3326 SAMPLING TAPS	63.35
	392	12/31/2021	12-12-21	AP	400-0401-770-6630	BADGER METER INC ANNUAL USR LIC 10/21-9/22	720.00
	392	12/31/2021	12-12-21	AP	400-0402-770-6730	FERGUSON ENT 0348339/VALVE BOX PARTS	348.00
	392	12/31/2021	12-12-21	AP	400-0402-770-6730	FERGUSON ENT 0348336/VALVE BOX PARTS	372.00
	392	12/31/2021	12-12-21	AP	400-0402-770-6770	CORE & MAIN - WI005 BREAK AWAY KIT	1,710.00
	392	12/31/2021	12-12-21	AP	400-0402-770-6730	CORE & MAIN - WI005 VALVE BOX PARTS	364.00
	392	12/31/2021	12-12-21	AP	400-0402-770-6780	CORE & MAIN - WI005 PIPE STOCK	56.00
	392	12/31/2021	12-12-21	AP	400-0402-770-6770	CORE & MAIN - WI005 HYDRANT PART	504.00
	392	12/31/2021	12-12-21	AP	400-0401-770-6630	CORE & MAIN - WI005 METER PARTS	1,326.00
	392	12/31/2021	12-12-21	AP	400-0401-770-9290	TRI-CITY GLASS & DOOR APP GLASS INSTALL ON TRACTOR	134.50
	392	12/31/2021	12-12-21	AP	400-0402-770-6520	EBAY O*08-07974-97217 PLC PARTS	136.90
	392	12/31/2021	12-12-21	AP	400-0402-770-6520	EBAY O*08-07974-97218 PLC PARTS	53.96
	392	12/31/2021	12-12-21	AP	400-0402-770-6520	EBAY O*08-07974-97219 PLC PARTS	84.00
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CHECK TOTAL -							16,765.96

VENDOR NAME	CHECK #	CHECK DATE	TRANS		ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT	
			INV#	CODE				
U S BANK	393	12/31/2021	12-27-21	AP	400-0401-770-9260	AW EMPL SOLUTN PORTAL E DRUG & ALCOHOL TESTING/40	65.00	
	393	12/31/2021	12-27-21	AP	400-0401-770-9270	AW EMPL SOLUTN PORTAL E NEW HIRE PHYSICALS/400140	346.00	
	393	12/31/2021	12-27-21	AP	400-0401-770-9260	AW EMPL SOLUTN PORTAL E 4TH QTR EAP FEES/400459	85.50	
	393	12/31/2021	12-27-21	AP	400-0401-770-6630	U.S. CELLULAR AIRTIME 10/22-11/21	21.00	
	393	12/31/2021	12-27-21	AP	400-0401-770-6650	U.S. CELLULAR AIRTIME 10/22-11/21	20.99	
	393	12/31/2021	12-27-21	AP	400-0401-770-6260	U.S. CELLULAR AIRTIME 10/22-11/21	25.59	
	393	12/31/2021	12-27-21	AP	400-0401-770-6430	U.S. CELLULAR AIRTIME 10/22-11/21	25.56	
	393	12/31/2021	12-27-21	AP	400-0401-770-6620	U.S. CELLULAR AIRTIME 10/22-11/21	98.65	
	393	12/31/2021	12-27-21	AP	400-0401-770-6630	U.S. CELLULAR AIRTIME 10/22-11/21	19.33	
	393	12/31/2021	12-27-21	AP	400-0401-770-6650	U.S. CELLULAR AIRTIME 10/22-11/21	98.60	
	393	12/31/2021	12-27-21	AP	400-0401-770-9020	U.S. CELLULAR AIRTIME 10/22-11/21	19.32	
	CHECK TOTAL -							825.54
	U S BANK	394	12/31/2021	12-27-21	AP	400-0402-770-6520	WM SUPERCENTER #2986 TP/VINEGAR/ PENS/PAPER PL	133.43
		394	12/31/2021	12-27-21	AP	400-0401-770-6420	WI STATE HYGIENE LAB LAB TEST	26.00
394		12/31/2021	12-27-21	AP	400-0401-770-6420	4TE*CULLIGAN WATER CONDIT LAB WATER	37.25	
394		12/31/2021	12-27-21	AP	400-0401-770-6410	AIRGAS USA, LLC CARBON DIOXIDE	1,967.84	
394		12/31/2021	12-27-21	AP	400-0402-770-6510	SOIL AND FORAGE LAB LAB TESTS	86.00	
394		12/31/2021	12-27-21	AP	400-0402-770-6520	CRANE ENGINEERING SALES VALVE SEAL KITS	109.49	
394		12/31/2021	12-27-21	AP	400-0401-770-6410	HAWKINS INC AMMONIA HYDROXIDE	845.72	
394		12/31/2021	12-27-21	AP	400-0401-770-6410	HAWKINS INC AQ307	448.32	
394		12/31/2021	12-27-21	AP	400-0401-770-6410	HAWKINS INC SODIUM PERMANGANATE	2,691.95	
394		12/31/2021	12-27-21	AP	400-0402-770-6520	BATTERIES PLUS #0502 UPS BATTERIES	70.20	
394		12/31/2021	12-27-21	AP	400-0401-770-6420	IDEXX DISTRIBUTION INC LAB REAGENTS	988.80	
394		12/31/2021	12-27-21	AP	400-0401-770-6420	IDEXX DISTRIBUTION INC LAB REAGENTS	277.40	
394		12/31/2021	12-27-21	AP	400-0401-770-6420	NORTHERN LAKE SERVICE- IN LAB TESTS	135.00	
394		12/31/2021	12-27-21	AP	400-0401-770-6420	IDEXX DISTRIBUTION INC LAB SUPPLIES	185.38	

VENDOR NAME	CHECK #	CHECK DATE	TRANS		ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT
			INV#	CODE			
	394	12/31/2021	12-27-21	AP	400-0401-770-9210	AMZN MKTP US*NR0IQ91T3 AM OFFICE SUPPLIES	94.18
	394	12/31/2021	12-27-21	AP	400-0402-770-6520	AMZN MKTP US*NR0IQ91T3 AM DRILL PRESS	301.62
	394	12/31/2021	12-27-21	AP	400-0402-770-6780	AMZN MKTP US*NR0IQ91T3 AM DISTRIBUTION TOOLS & SUPP	226.55
	394	12/31/2021	12-27-21	AP	400-0401-770-9210	AMZN MKTP US*VU8ZD9LN3 AM OFFICE SUPPLIES	29.00
	394	12/31/2021	12-27-21	AP	400-0402-770-6780	AMZN MKTP US*S97XV42C3 AM TORCH IGNITERS	19.98
	394	12/31/2021	12-27-21	AP	400-0402-770-6520	EBAY O*03-08010-61788 ELECTRICAL PARTS	38.67
	394	12/31/2021	12-27-21	AP	400-0402-770-6520	EBAY O*03-08010-61789 ELECTRICAL PARTS	26.58
	394	12/31/2021	12-27-21	AP	400-0402-770-6520	EBAY O*03-08010-61790 ELECTRICAL PARTS	23.69
	394	12/31/2021	12-27-21	AP	400-0402-770-6520	ZORO TOOLS INC ELECTRICAL PARTS	159.19
	394	12/31/2021	12-27-21	AP	400-0402-770-6520	PLUMBING SUPPLIES & GAUGES EBAY O*14-08038-26184	214.95
	394	12/31/2021	12-27-21	AP	400-0402-770-6520	CURRENT TRANSDUCERS AMZN MKTP US*EW63R0KE3	19.95
	394	12/31/2021	12-27-21	AP	400-0402-770-6780	WIRE CUTTERS AMZN MKTP US*EW63R0KE3 RUBBER STAMP	8.49
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CHECK TOTAL -							9,165.63
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GRAND TOTAL -							26,757.13

*** END OF REPORT ***

VENDOR NAME	CHECK #	CHECK DATE	TRANS		ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT
			INV#	CODE			
WDATCP	53434	12/02/2021	2022	AP	400-0000-132-6500	2022 LIMING MATERIALS LICENSE	10.00
						CHECK TOTAL -	10.00
WATER REFUND VENDOR	53439	12/09/2021	00003541	AP	400-0000-307-0000	OVERPD FINAL ACCOUNT 000021244	1,794.80
						CHECK TOTAL -	1,794.80
DIVERSIFIED BENEFIT SERVICES I	53443	12/09/2021	341929	AP	400-0401-770-9260	DEC SERVICES - HRA	73.95
						CHECK TOTAL -	73.95
GRAYMONT WESTERN LIME INC	53447	12/09/2021	177279RI	AP	400-0401-770-6410	HYDRATED LIME	3,649.60
						CHECK TOTAL -	3,649.60
WATER REFUND VENDOR	53453	12/09/2021	00001691	AP	400-0000-307-0000	OVERPD FINAL ACCOUNT 000017934	60.96
						CHECK TOTAL -	60.96
WATER REFUND VENDOR	53465	12/09/2021	00001967	AP	400-0000-307-0000	OVERPD FINAL ACCOUNT 000012390	237.00
						CHECK TOTAL -	237.00
WE ENERGIES	53473	12/09/2021	70068362	AP	400-0401-770-6230	PUMPING - ELECTRIC OCT-NOV	10,092.94
	53473	12/09/2021	70068362	AP	400-0401-770-6260	PUMPING - HEAT OCT-NOV	994.94
	53473	12/09/2021	70068362	AP	400-0401-770-6420	WATER TREATMENT - HEAT OCT-NOV	2,594.40
	53473	12/09/2021	70068362	AP	400-0401-770-6430	WATER TREATMENT-ELECTRIC OCT-NOV	3,881.90
	53473	12/09/2021	70068362	AP	400-0401-770-6610	WATER TOWER - ELECTRIC OCT-NOV	352.08
	53473	12/09/2021	70068362	AP	400-0401-770-6630	METER SERVICE - ELECTRIC & HEAT OCT-NOV	318.96
	53473	12/09/2021	70068362	AP	400-0401-770-6650	DIST - ELECTRIC & HEAT OCT-NOV	1,632.60
						CHECK TOTAL -	19,867.82
WATER REFUND VENDOR	53478	12/09/2021	00003364	AP	400-0000-307-0000	OVERPD FINAL ACCOUNT 000006560	868.18
						CHECK TOTAL -	868.18
GRAYMONT WESTERN LIME INC	53487	12/16/2021	177767RI	AP	400-0401-770-6410	HYDRATED LIME	3,811.20
						CHECK TOTAL -	3,811.20

VENDOR NAME	CHECK #	CHECK DATE	TRANS		ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT
			INV#	CODE			
KRUEGER TRUE VALUE	53493	12/16/2021	136219	AP	400-0402-770-6520	NAILS, GLUE	16.10
	53493	12/16/2021	136302	AP	400-0402-770-6520	TRENCHER RENTAL	165.00
	53493	12/16/2021	136317	AP	400-0402-770-6520	SCREWS	7.65
	53493	12/16/2021	136409	AP	400-0402-770-6750	GRASS SEED	17.99
	53493	12/16/2021	136549	AP	400-0402-770-6520	SCREWS, DRILL BITS	16.18
					CHECK TOTAL -		222.92
MICHELS	53498	12/16/2021	423647	AP	400-0402-770-6730	BACKFILL	277.05
					CHECK TOTAL -		277.05
NORTHERN TOOL & EQUIPMENT COMP	53505	12/16/2021	44421794	AP	400-0401-770-6650	TOOLS, SAW BLADES	148.78
					CHECK TOTAL -		148.78
WATER REFUND VENDOR	53511	12/16/2021	00003917	AP	400-0000-307-0000	OVERPD FINAL ACCOUNT	185.55
					000000966		
					CHECK TOTAL -		185.55
APPLETON SOLAR LLC	53528	12/22/2021	4643	AP	400-0000-207-0479	SOLAR INST FINAL PAYMENT	10,787.00
					CHECK TOTAL -		10,787.00
GRAYMONT WESTERN LIME INC	53537	12/22/2021	178055RI	AP	400-0401-770-6410	HYDRATED LIME	3,820.80
	53537	12/22/2021	178501RI	AP	400-0401-770-6410	HYDRATED LIME	3,846.40
					CHECK TOTAL -		7,667.20
JACOBI CARBONS INC	53539	12/22/2021	CII50680	AP	400-0401-770-6410	POWDERED CARBON	32,371.20
					CHECK TOTAL -		32,371.20
MICHELS	53546	12/22/2021	423958	AP	400-0402-770-6730	BACKFILL	85.54
					CHECK TOTAL -		85.54
DIVERSIFIED BENEFIT SERVICES I	53583	12/30/2021	343221	AP	400-0401-770-9260	DEC SERV - FLEX SPENDING	19.75
					CHECK TOTAL -		19.75
					GRAND TOTAL -		82,138.50

*** END OF REPORT ***



Neenah Water Utility

211 Walnut St. PO Box 426 Neenah, WI 54957-0426

Office: (920) 886-6182 Cell: (920) 858-6300

Email: amach@ci.neenah.wi.us

Anthony L. Mach

Director of Neenah Water Utility

MEMORANDUM

DATE: December 1, 2021
TO: Waterworks Commission
FROM: Anthony L. Mach
RE: Approval of Draft Private Well Regulation Ordinance

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

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



DRAFT

AN ORDINANCE: By Waterworks Commission
Re: Amending Neenah Municipal Code, Sec. 21-134
Well Abandonment

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

AN ORDINANCE

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

Section 1. Section 21-134 of the Code of Ordinances of the City of Neenah is amended by deleting the stricken language and adding the highlighted language to read as follows:

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

- (a) *Purpose.* To prevent contamination of ground water and to protect public health, safety and welfare, all unused, unsafe, or noncomplying wells, ~~or wells,~~ which may serve as conduits for contamination, or wells which may be illegally cross connected to the municipal water system shall be properly abandoned.
- (b) *Applicability.* This article applies to all wells located within the corporate limits of the City.
- (c) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

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

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

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

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

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

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

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

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

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

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

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

- (6) The well permit fee accompanies the fully completed well operation permit application or renewal.
- (7) All required documentation and the well permit fee must be mailed or hand-delivered to the Utility office.

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

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

- (1) The owner of the well has refused access to a property for testing or inspection; or has failed to follow an order of the Utility in regard to testing or inspection.
- (2) Any test results demonstrate well contamination and do not meet reasonable health standards or are in violation of any state or municipal ordinance regarding well operation.
- (3) Any cross connection between the well and pump installation and the municipal water system is created or discovered.
- (4) Any discharge to the public sewer without metering and prior authorization of the sewer utility is discovered.

(f) *Abandonment.*

- (1) All wells abandoned under the jurisdiction of this article or rule shall be abandoned by a licensed well driller or pump installer according to the procedures and methods in Wis. Admin. Code NR ch. 812. All debris, pump, piping, unsealed liners and any other obstructions, which may interfere with sealing operations shall be removed prior to abandonment.

~~(2) The owner of the well or the owner's agent shall obtain a well abandonment permit before abandonment is started. The Plumbing Inspector shall be notified at least 48 hours prior to commencement of any well abandonment activities. The abandonment of the well shall be observed by the Plumbing Inspector.~~

~~(3)~~(2) An abandonment report form, The Utility shall be notified within 30 days after submission of the completed well filling and sealing report to ~~supplied by~~ the Department of Natural Resources, shall be submitted by the well owner to the Plumbing Inspector and the Department of Natural Resources within ten days of the completion of the well abandonment.

- (g) *Enforcement and penalties.* In addition to any forfeitures imposed under Section 1-720 of this Municipal Code, if any person fails to comply with a well abandonment order for more than ~~ten~~ 20 days after receiving written notice of a violation, the City Utility reserves the right to discontinue municipal water service for noncompliance. Reconnection of municipal water service will only be completed after any required inspections are complete and the penalties and reconnection charges are paid. In addition, the Utility may cause the well abandonment to be performed and the expense charged as a special tax against the property. Forced well abandonment may occur no sooner than 30 days after the giving of notice and an opportunity for hearing before the City utility commission under Wis. Stats ch. 68.

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Section 2. Severability. In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

Section 3. Repeal and Effective Date. All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Approved:

Moved by: _____

Dean R. Kaufert, Mayor

Adopted: _____

Attest:

Approved: _____

Published: _____

Charlotte K. Nagel, City Clerk

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



Neenah Water Utility

211 Walnut St. PO Box 426 Neenah, WI 54957-0426

Office: (920) 886-6182 Cell: (920) 858-6300

Email: amach@ci.neenah.wi.us

Anthony L. Mach

Director of Neenah Water Utility

MEMORANDUM

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

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

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



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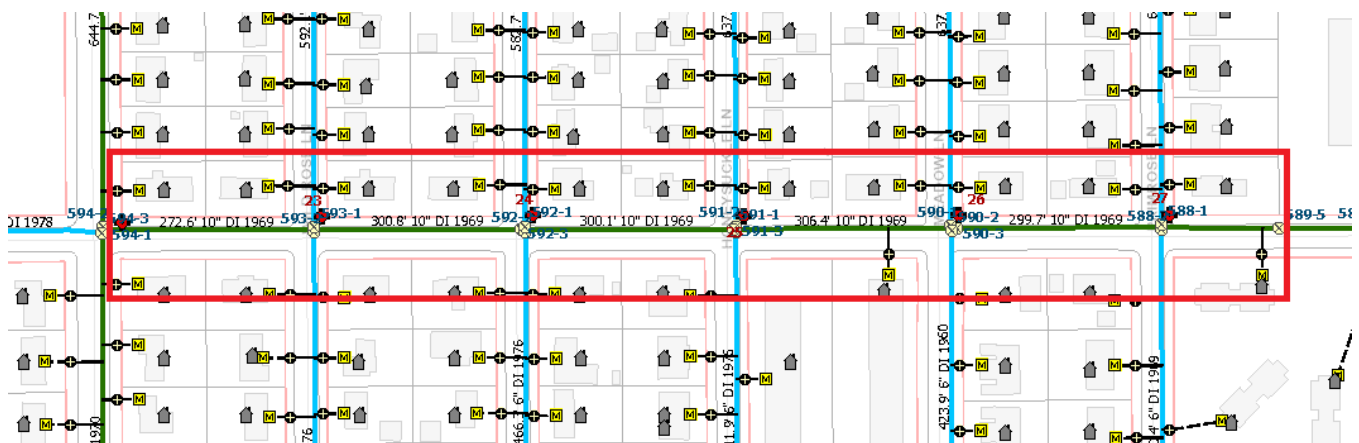
MEMORANDUM

DATE: January 13, 2022
TO: Waterworks Commission
FROM: Anthony L. Mach
RE: Request to Replace Water Main on Apple Blossom Drive from Tullar Road to Primrose Lane in Conjunction with Contracted Work in 2022

Water Utility staff have discovered that the water main and valves on Apple Blossom Drive from Tullar Road to Primrose Lane are beginning to show signs of severe degradation. As this area is within the 2022 CIP, but not included in the project list, staff are requesting that the sections of pipe located between each street be replaced in conjunction with this year's contract work. The intersections are going to be "stubbed-out" as part of the original project so that future projects do not cause the re-disturbance of intersections. This has been common practice. Generally, this includes rebuilding the water main infrastructure (mains, crosses, tees, valves) within the intersection and extending mains approximately 40 to 50 feet outside of the intersection.

The additional cost of replacing the sections of main between the intersections can be minimized as only limited additional excavation, restoration, parts, and labor are needed. The upper estimate to replace the additional 1,180 feet of water main is \$120,000.00. Staff believe that the cost of this additional work will fit within the budgeted amount, thus no additional funding is requested.

In conjunction with this request, Public Works staff will be presenting an amendment to the 2022 CIP to resurface this section. The Water Utility work is contingent upon Common Council approval to resurface Apple Blossom as an amendment to the 2022 CIP



Staff recommend approval to replace the water main on Apple Blossom Drive from Tullar Road to Primrose Lane in conjunction with contracted Work in 2022, contingent upon Common Council approval to resurface Apple Blossom Drive as an amendment to the 2022 CIP.

Storm Water Citizen's Advisory Board
Monthly Report
January 2022

1. Harrison Street Pond – The pond excavation has been completed to the normal water level elevation. Excavation continues to create the pond storage. Most of the storm sewer serving the pond has been installed. Work on the west retaining wall has not started pending ground conditions. All petroleum contaminated soil that was encountered has been landfilled. All low-hazard soil has been taken to the Arrowhead Park site. The City received confirmation that the sunset on the \$150,000 WDNR construction grant that was awarded for this project has been extended through the 2022 construction season.

Director's Report
January 17, 2022

1. Water Loss Report.
2. Jeff Borree, Water Plant Operator, is retiring effective February 8th, 2022. Jeff was a long-time employee that was a great asset to the Water Utility and his knowledge and capability will be missed. Everyone at Neenah Water wishes Jeff a very happy and healthy retirement. Staff have begun the process of advertising and filling the position.
3. Private lead service line replacement funding update.
4. Billing system update.
5. Solar installation update.
6. Lagoon / lagoon road update.
7. The next regular Water Commission Meeting is scheduled for February 21, 2022.

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

**THREE MONTH TOTALS
(1000 GALLONS)**

USAGE PERIOD	RAW WATER	FINISHED WATER	BILLED WATER	WATER LOSS ACCOUNTED	WATER LOSS UNACCOUNTED	% WATER LOSS UNACCOUNTED
CURRENT THREE MONTHS (Sep, Oct, Nov)	295,920	289,570	228,250	9,563	51,757	17.87%
MOST RECENT THREE MONTHS (Aug, Sep, Oct)	316,410	309,740	237,902	12,936	58,902	19.02%
1 YEAR AGO (Sep, Oct, Nov)	273,330	267,190	253,564	10,105	3,521	1.32%

NOTES:

Raw water is the total amount of raw water withdrawn from Lake Winnebago / Fox River during the indicated period.

Finished water is the total amount of water entering the distribution system during the indicated period

Billed water is the total usage during the indicated period.

Water loss accounted includes internal plant usage, estimated loss from known main breaks and service leaks, and hydrant flushing.

Water loss unaccounted is calculated by subtracting the billed water and water loss accounted from the finished water.

**DAILY AVERAGE
(MGD)**

USAGE PERIOD	RAW WATER	FINISHED WATER
Nov, 2021	3.10	3.04
Oct, 2021	3.22	3.16
Oct, 2020	2.99	2.89