

**MINUTES OF THE NEENAH WATER WORKS COMMISSION  
AND STORM WATER CITIZEN ADVISORY BOARD MEETING**

Regular Meeting – April 19, 2021  
Council Chambers – City Hall

**Present:** President Kaufert; Commissioners: Boyette, Schmeichel, Bauman, and Lang; Director Mach, Public Works Engineer Kummerow, and Deputy Finance Director Kahl

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

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

Approve the Invoices for March 2021 – The Commission asked about invoices and charges from Newegg, Inc., RecycleThatStuff, and Amazon, Inc. Director Mach explained that the computers purchased from Newegg are replacements for one Distribution and one Treatment computer that were in poor shape. Commissioners questioned the account usage and Director Mach and Deputy Kahl explained that the Utility uses the required PSC Uniform System of Accounts for these purchases. The Commission asked what frequency is used for computer replacements – noting that the typical replacement frequency is three years. Director Mach indicated staff maintain the computers and we typically keep them in the system for five years or more. Staff research computer purchases extensively before making a choice. The charge from RecycleThatStuff is for fluorescent bulb recycling and the charges from Amazon are for monitors for the new computers.

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

Appearances – None

Old Business/New Business

Accept and Place on File the Draft 2021-2025 Capital Improvement Plan – Director Mach and Deputy Finance Director Kahl presented the Draft 2021-2025 CIP to the Commission. Highlights include an aggressive lead service line replacement schedule with a continued focus on replacing old and deteriorating water mains in parts of the City. Commissioners questioned whether the numerical order was significant and what funding source will be used for the projects. Director Mach noted that the order is intended to be order of importance. The funding comes from Utility revenues and retained earnings. President Kaufert also noted that grouping of the projects is important in order to provide an economy of scale as well as control mobilization costs. Director Mach asked the Commission to accept and place on file the Draft CIP as changes may be made by the Mayor and the Common Council in the overall Public Works CIP. In effect, the Water Utility CIP may change as well. After any changes are made, the CIP will be brought back to the Commission for final approval.

Following discussion, **M.S.C. Boyette/Schmeichel to accept and place on file the 2021-2025 CIP.** All voting aye.

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Storm Water Report – Public Works Engineer Kummerow presented the annual MS4 report to the Commission. The Commission asked Engineer Kummerow to give some highlights of the report. He indicated the report was similar to reports of the last few years, including educational programs, outreach programs, street sweeping, and TMDL removal and goals.

Following discussion, **M.S.C. Boyette/Lang to accept and place on file the Storm Water Report.** All voting aye.

Request to Reallocate 2020 CIP Funds – Director Mach presented a memo detailing two projects that were not completed in 2020. As such, he requested these funds be used along with the Driveway Turnaround project to replace the existing fence and operator. There are other projects at the plant that need to be completed before these projects are completed. Staff are finding it difficult to obtain quotes for projects in 2020 and 2021. President Kaufert asked whether the fence and gate replacement were included in the bid for the Driveway Turnaround project. Director Mach indicated that it was not as the “upcharge” associated with a general contractor subcontracting the work is estimated to be high.

Following discussion, **M.S.C. Boyette/Bauman to reallocate 2020 CIP funds for repaving the driveway on north and east side of building and replacing fence and gate east side of Filtration Plant to the replacing of the fence and adding a gate operator in conjunction with the 2021 Plant Driveway Turnaround Project.** All voting aye.

Approve the Draft 2020 Water Quality Report – Director Mach presented the Draft 2020 Water Quality Report to the Commission. Commissioners questioned some of the language and the strange usage of significant figures in the contaminant monitoring. Director Mach explained the process of how this language and the test results are used and reported by the DNR. In order to maintain consistency among utilities, results are reported *exactly* as presented. Contaminant levels and goals are presented *exactly* as represented by the DNR and EPA. However, Director Mach agreed that some of the language provided by the DNR and used in the report is poorly written. He agreed to a slight change (changing “EPA” to “the EPA”) in order to better the reading flow.

Following discussion, **M.S.C. Schmeichel/Lang to approve the Draft 2020 Water Quality Report with minor revisions.** All voting aye.

Request to Install Water Main on Courtney Court – Director Mach presented a memo regarding the situation on Courtney Court. There is a home with a noncompliant and contaminated well in the Town of Neenah. After consulting with the owner’s attorney, the owner decided it was best to annex into the City and receive City water. We presented two options to the owner: Tap a service from Green Bay Road, or have the Water Utility contractor drill a new water main in along Courtney Court. The cost to drill in a new water main will be borne by the Utility, but connection fees will be charged to any home that connects. In addition, a new hydrant will be installed at the corner – thus providing adequate fire protection for the remnant homes. Overall, staff believe this is the best option. Staff are in the process of soliciting more quotes for the work.

Following discussion, **M.S.C. Schmeichel/Boyette to approve the installation of Water Main on Courtney Court for a cost not to exceed \$50,000. If the cost is going to exceed \$50,000, the Commission will be notified.** All voting aye.

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President Kaufert left the meeting at 5:59 p.m. Vice President Schmeichel as acting President for the remainder of the meeting.

Director's Report –

1. Water Loss Report – A billing system error was discovered that caused loss to be higher than typically reported.
2. The following Contracts were approved at the March 11, 2021 Board of Public Works meeting and awarded at the March 17, 2021 Common Council meeting:
  - Contract 1-21 for Sewer, Water Main, and Street Construction on Marathon Avenue. The total bid for Water is \$547,482.50 (approx. 25% of contract).
  - Contract 2-21 for Sewer, Water Main, and Street Construction on Fairview Avenue and Laudan Boulevard. The total bid for Water is \$669,030.00 (approx. 39% of contract).
  - Contract 3-21 for Sewer, Water Main, and Street Construction on Isabella Street and Olive Street Washington Avenue and Winneconne Avenue. The total bid for Water is \$357,002.50 (approx. 21% of contract).
3. The following Pay Estimates and Change Orders were approved at the April 13, 2021 Board of Public Works meeting:
  - Pay Estimate No. 1 for Contract 1-21, Sewer, Water Main and Street Construction on Marathon Avenue to Donald Hietpas & Sons, Inc., Little Chute, WI. There is no Water on this estimate.
  - Change Order No. 1 for Contract 2-21, Sewer, Water Main and Street Construction on Fairview Avenue and Laudan Boulevard to Carl Bowers & Sons Construction Company Inc., Kaukauna, WI, for providing temporary water service on Fairview Avenue in an amount not to exceed \$30,000.00.
  - Pay Estimate No. 1 for Contract 2-21, Sewer, Water Main and Street Construction on Fairview Avenue and Laudan Boulevard to Carl Bowers & Sons Construction Company, Inc., Kaukauna, WI. There is no Water on this estimate.
4. Construction update – Water main installation is complete on Fairview Ave. Laudan Blvd water main replacement is ongoing.
5. PSC Solar Grant update – The Utility was granted the PSC Grant. Equipment is difficult to get at this time, but Director Mach will keep the Commission updated.
6. The next Water Commission Meeting is scheduled for May 17, 2021.

Following discussion, **M.S.C. Lang/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/Schmeichel to adjourn at 6:17 p.m.** All voting aye.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Anthony L. Mach', with a stylized flourish at the end.

Anthony L. Mach  
Director, Neenah Water Utility