

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.

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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.

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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

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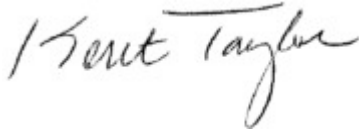
- presently seeking property to dispose of the lime sludge. Dredging of the lagoon will most likely take place later in the year than normal.
5. Towerview Water Tower Update: The Consulting firm of Ruekert and Mielke Inc. is working on the plans and specifications for the water tower restoration project. 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,



Kent Taylor, Director
Neenah Water Utility