

MINUTES OF THE NEENAH WATER WORKS COMMISSION

Regular Meeting – June 15, 2020

Council Chambers – City Hall

Present: President Kaufert; Commissioners: Schmeichel, Bauman, Boyette and Lang; Director Mach and Deputy City Attorney Westbrook

President Kaufert called the meeting to order at 4:31 p.m.

Approve Regular Meeting Minutes for May 18, 2020 – Following discussion, **M.S.C. Lang/Schmeichel to approve the May 18, 2020 Regular Meeting Minutes.** All voting aye.

Approve the Invoices for May 2020 –The Commission asked whether the charges from Baker Tilly Virchow Krause LLP were the final charges from the annual Utility audit. Director Mach indicated that they were. President Kaufert asked about the charges from US Cellular and TDS Metrocom. Director Mach explained the usage-based charges for the cell phones and landline phones. The Utility owns MiFi units which have a monthly charge, but unlimited data. The Commission asked that a breakdown of individual charges for phones be presented at a future WWC meeting.

Following discussion, **M.S.C. Boyette/Lang to approve the May 2020 invoices.** All voting aye.

Appearances – None

Old Business/New Business

Discussion and approval of Draft Lead and Galvanized Water Service Line Replacement Ordinance – Director Mach presented a memo detailing the second revision of the Draft Lead and Galvanized Water Service Line Replacement Ordinance. The Commission wanted clarification regarding the timing of notifications, the ability of a homeowner to replace their service line with a private contractor, and financing that the Utility may offer. Director Mach detailed the responsibilities laid out in the *Draft Ordinance* insofar as the Utility is responsible for notifying applicable homeowners no less than sixty (60) days before the construction project commences that they must make arrangements for the replacement of their lead or galvanized service line. Within thirty (30) days after notification, the homeowner must notify the Utility of their intent to either utilize the City contractor or hire a private contractor to do the work. If the homeowner decides to utilize the City contractor, the cost of the replacement can be billed in five annual installments pursuant to Sec. 13-2 of the Neenah Municipal Code. The Mayor suggested the Utility would be able to offer a revolving loan program that would lessen the financial impact of the replacement to the homeowner. Director Mach added that the *Ordinance* opens the door for consideration for grant programs available through the state and federal governments. Commissioner Boyette asked how approval of the *Ordinance* will affect any work completed in 2020. Director Mach noted that construction work completed in 2020 will not be affected as any approval would be after applicable construction is complete. President Kaufert suggested Director Mach develop a notification for homeowners that may be impacted by the *Ordinance* well in advance of approval. Director Mach agreed to work with President Kaufert to develop a suitable notification plan.

Following discussion, **M.S.C. Boyette/Schmeichel to table approval of the Draft Lead and Galvanized Water Service Line Replacement Ordinance until a future meeting.** All voting aye.

Reimbursement for oversizing water main in the First Addition to Integrity Acres and holding one-half of the costs of 10" of water main and seven (7) water services along Honor Street services as a deferred assessment – Director Mach presented a memo detailing the work completed in the First Addition of Integrity Acres. As the construction progressed very quickly, all water main has been laid and the Utility work is complete within the project. The Commission asked about the oversizing and the breakdown of the deferred assessments. Director Mach discussed the merits of oversizing the water main in order to facilitate any future development that may occur north of CTH G. Additionally, the oversized pipe is required to serve any pump station and tower that would be needed in areas north and west of the First Addition. The deferred assessment held by the Utility is for one-half of the 10" water main equivalent cost and the cost to install seven water services on the west side of the road (abutting the Town of Vinland). Installing the water services is much more cost effective during development rather than adding services later and repairing a new road to do so.

Following discussion, **M.S.C. Schmeichel/Boyette to reimburse the Developer in the amount of \$86,791.30 less Water Utility inspection fees to oversize the water main in the First Addition to Integrity Acres, hold one-half of the costs of 10" of water main and seven (7) water services along Honor Street services as a deferred assessment.** All voting aye.

Presentation and discussion of the proposal for a Water Distribution Capacity and Growth Study – Director Mach presented the accepted proposal for the Study from Strand Associates. In addition, the engineer has offered a lump-sum cost associated with completely rebuilding the water system model. The current model is outdated and the software limitations do not allow for an extensive update. Furthermore, the Study is needed to determine what the best course of action will be to add capacity in the system. The Commission asked if the software package used by the engineer is proprietary. Director Mach added that the software is not proprietary and the model would be owned by the Utility. Future updates and model simulations can be completed on a time-and-materials basis. Upon request, the Utility can obtain the files needed to complete simulations in-house.

Following discussion, **M.S.C. Bauman/Schmeichel to authorize the expenditure to Strand Associates for the capacity and growth study with water system modeling as laid out in the Memo.** All voting aye.

President Kaufert left the meeting at 5:45 p.m.

Director's Report –

1. The Water Loss Report is attached.
2. Contract 9-20 HMA Pavement Repair has been awarded to MCC, Inc. of Appleton, WI. The estimated portion of the contract applicable to the Water Utility is \$33,344.44 (33%).
3. Contract 10-20 Concrete Pavement and Sidewalk Repair has been awarded to Sommers Construction Company, Inc. of Shiocton, WI. The estimated portion of the contract applicable to the Water Utility is \$18,973.00 (9%).
4. Contract 4-20, Water Main and Concrete Street Construction on Green Bay Road, Tullar Road, and Marathon Avenue has been awarded to Vinton Construction Company of Manitowoc, WI. The estimated portion of the contract applicable to the Water utility is \$287,667.00 (23%).

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5. Construction update – Permits for the boring underneath the railroad tracks on Abby Avenue have been received. Private laterals east of Center Street are being completed.
6. The next Water Commission Meeting is scheduled for July 20, 2020. Commissioners requested an alternate date.

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

Adjournment – **M.S.C. Bauman/Boyette to adjourn at 6:28 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach
Director, Neenah Water Utility