

## MINUTES OF THE NEENAH WATER WORKS COMMISSION

Special Meeting – March 30, 2020

Teleconference

**Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting has been held at a virtual location accessed by conference call.**

**Present:** President Kaufert; Commissioners: Boyette, Schmeichel, Bauman, and Lang; Director Mach, Deputy City Attorney VandenHeuvel, and Mr. Kurt Swedberg

President Kaufert called the meeting to order at 4:34 p.m.

Approve Regular Meeting Minutes for February 17, 2020 – Commissioner Lang inquired about the status of the educational reimbursement plan for employees. Director Mach indicated that he is studying what other comparable municipalities are providing and will report back to the Commission in the future.

Following discussion, **M.S.C. Schmeichel/Lang to approve the February 17, 2020 Regular Meeting Minutes**. All voting aye.

Approve the Invoices for February 2020 –The Commission questioned invoices from WE Energies and credit card charges from USCC Call Center and Martin Security Systems. Director Mach explained how the electricity bill is subdivided. That is, there is no separate metering for Treatment or Pumping, but the costs are allocated to separate accounts. Each water tower has a meter that provides altitude valve room / pit heating and electricity for the mixers that keep icing to a minimum in each tank. The charges from Martin Security Systems are for a software upgrade. Charges from USCC Call Center are for the work phones that some employees carry and for the MiFi units that provide internet connectivity while in the field. Commissioner Bauman asked why there were so many credit card charges and the impetus for using a credit card. Director Mach explained that the credit card (P-Card) provides a good rebate for purchases and limits the amount of check cutting needed to pay for items. This provides significant savings.

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

Appearances – None

Old Business/New Business

Damage Claim 2020-05 – Deputy City Attorney VandenHeuvel presented his memo detailing Claim 2020-05. Commissioner Bauman asked what the procedure is for settling a claim. DCA VandenHeuvel explained how a claimant provides a written claim and is asked to obtain quotes for repair. If the claim is under \$2,500.00, the City can settle the claim as is. If the claim is over \$2,500.00 and the claimant is unwilling to settle for \$2,500.00, the claim must be brought to the appropriate Committee or Commission body for approval. In this case, the Waterworks Commission has jurisdiction. The City generally requests that at least one of the claims is provided by Neenah Main Auto Body. Unless otherwise ordered, upon settlement the City will pay the lowest quote. In this case, Mr. Swedberg obtained quotes from at least three repair shops. Upon request, Mr. Swedberg obtained a quote from Neenah Main Auto Body. Commissioner Boyette requested an explanation of the difference between two quotes received from Neenah Main. DCA VandenHeuvel indicated that Mr. Swedberg was

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dissatisfied with the first (low) quote in that it did not cover repainting the bed of the truck – only a spot repair. A second quote from Neenah Main that included the truck bed repainting was subsequently obtained by Mr. Swedberg. DCA VandenHeuvel noted that the claimant obtained another quote, but did not disclose the quote to the City Attorney's Office. This quote from Peotter's Auto Body was for \$3,476.02. The claimant also filed a claim with his personal insurance agency. The Commissioners debated the values of each quote and the current costs to repair damaged vehicles. Mr. Swedberg indicated that he would settle for the amount of \$3,110.46 in total for the claim.

Following discussion, **M.S.C. Schmeichel/Lang to settle Claim 2020-05 with Mr. Kurt Swedberg in the amount of \$3,110.46.** All voting aye.

Award Contract 5-20 Sewer and Water Main Construction on Lakeshore Avenue – Director Mach presented a memo regarding Contract 5-20. This project was bid and the Water Utility portion of the work is greater than 50%. This is an example whereby approval authority in the contract rests with *both* the Common Council and Waterworks Commission. The low bid was received from Robert J. Immel Excavating, Inc., Greenville, WI in the amount of \$411,537.50. The bid items for Water Utility related work is \$242,970.00. As such, the Waterworks Commission approves the contract in its entirety.

Following discussion, **M.S.C. Lang/Schmeichel to award Contract 5-20 Sewer and Water Main Construction on Lakeshore Avenue to Robert J. Immel Excavating, Inc., Greenville, WI in the amount of \$411,537.50.** All voting aye.

Request to Approve the Draft 2019 Water Quality Report – Director Mach presented the 2019 Water Quality Report. He noted that water quality has been excellent and praised our hard-working and dedicated staff. Commissioner Lang questioned why the report includes MCL (Maximum Contaminant Level) and MCLG (Maximum Contaminant Level Goal). Director Mach indicated that these definitions are required by the EPA and DNR. As such, they are required to be on the report. The MCL is the highest level *allowed*, while the MCLG is the level below which there is no known or expected risk to health. Some of the MCLG numbers are zero (0), while others have a value.

Following discussion, **M.S.C. Boyette/Bauman to approve the Draft 2019 Water Quality Report.** All voting aye.

Director's Report –

1. Non-Billable Water Report 3.82% (November, December, January) down from 5.94% (October, November, December).
2. Contract 1-20 Sewer and Water Main & Street Construction on Abby Avenue, Clybourn, Center and Bond Streets has been awarded to Kruczek Construction, Green Bay, WI.
3. Contract 2-20 Sewer and Water Main Construction on Van and Monroe Streets has been awarded to Carl Bowers & Sons Construction, Inc., Kaukauna, WI.

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4. Contract 5-20 Sewer and Water Main Construction on Lakeshore Avenue has been awarded to Robert J. Immel Excavating, Inc., Greenville, WI.
5. Mr. Tim Jens started as the Water Distribution Manager position on March 2, 2020. Mr. Jens has worked for the Utility since 2007 and was an excellent fit for the position. The Commissioners send their congratulations.
6. The next Water Commission Meeting is tentatively scheduled for April 20, 2020.

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

Adjournment – **M.S.C. Bauman/Boyette to adjourn at 5:22 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach  
Director, Neenah Water Utility