

**MINUTES OF THE NEENAH WATER WORKS COMMISSION  
AND  
STORM WATER CITIZEN ADVISORY BOARD**  
Special Meeting – September 28, 2020  
Council Chambers – City Hall

**Present:** President Kaufert; Commissioners: Schmeichel, Lang, Boyette (via telephone), and Lang;  
Director Mach

**Also Present:** Deputy Director of Finance Kahl

President Kaufert called the meeting to order at 4:38 p.m.

Approve Special Meeting Minutes for August 24, 2020 – Following discussion, **M.S.C. Bauman/Lang to approve the August 24, 2020 Special Meeting Minutes.** All voting aye.

Approve the Invoices for August 2020 –The Commission questioned the charge from HCL Notes / Domino Renewal. Director Mach indicated that this charge was for the email and interoffice communication software used by the city.

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

Appearances – None.

Old Business/New Business

Draft Operating Budget for 2021 – Director Mach and Deputy Director Kahl presented the Draft Operating Budget for 2021 for the Water Utility. President Kaufert reminded the Commission that some, but not all debt will be retired in 2021. This retirement will decrease the overall debt service by approximately \$600,000 per year. Barring any additional borrowing, the Water Utility will be debt-free in 2026. Commissioners asked about the difference between the 2019 and 2020 Structures and Improvements subaccount. Director Mach noted that this is the account used to pay expenses for the lagoon dredging. This work was scheduled to be completed in 2019, but is scheduled to be completed in 2020. There is an additional lagoon that is full and will likely need to be dredged in 2021 or 2022. This account also covers expenses related to GAC filter replacement. Commissioners asked about the budgeted vs. projected Distribution expenses for Mains. Director Mach indicated that due to replacement of older assets and proper maintenance of the system, we have been fortunate to be able to stay under budget for this account. However, he also noted that weather and aging infrastructure are factors in how many breaks occur.

Following discussion, **M.S.C. Boyette/Schmeichel to accept and place on file the Draft Operating Budget for 2021.** All voting aye.

Request to Replace Water Main at S. Park Ave. Easement Properties – Director Mach presented a memo detailing the home being constructed at 752 S. Park Ave. The driveway for this home and the current home at 744 S. Park Ave. will be affected by the planned replacement of this water main per the 2025 CIP. In order to facilitate an orderly process and mitigate the possibility of costly construction restoration, Director Mach has suggested replacing this section of main before the final driveway is installed at 752 S. Park Ave. Furthermore, replacing this section now will reduce the chance a future main break will cause damage to homes or landscaping in this section.

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Following discussion, **M.S.C. Schmeichel/Lang to replace the water main and perform the associated replacement work in the S. Park Ave. Easement section as indicated in the memo.** All voting aye.

Request to Replace Water Main at Henry Street CN Railway Crossing – Director Mach presented a memo detailing the current situation at the Henry St. railway crossing. A leak was detected earlier in the year and technicians valved-off the main in order to protect the railway line. Replacement of this section is critical to ensure adequate fire protection. Unfortunately, the current pipe was installed without a casing. As such, both a new casing and new water main will need to be installed. Commissioners asked for an estimate of costs. Director Mach was not able to provide any quotes for the work as it had not been designed at the time of the meeting. However, he provided an estimate of \$50,000 for the entire job. Commissioner Bauman suggested setting a limit of \$60,000 for the project in its entirety with Director Mach to notify the Commission if the project will exceed this limit.

Following discussion, **M.S.C. Bauman/Boyette to replace the water main located at the Henry Street CN Railway spur crossing including all necessary costs. If those costs exceed \$60,000 Director Mach will notify the Commission.** All voting aye.

President Kaufert left the meeting at 5:27 p.m.

Director's Report –

1. The Water Loss Report – Commissioner Lang noted the increase in unaccounted lost water. Director Mach indicated that staff are planning to target the Schultz Dr. area for leak detection.
2. Update on the proposed Lead and Galvanized Service Line ordinance – Director Mach wrote an article for the *Neenah Notes* newsletter regarding lead in drinking water and the proposed ordinance. Office staff did not receive any comments or complaints regarding the article or the proposal. Director Mach is planning on bringing the ordinance back to Commission in October.
3. Construction update – Green Bay Rd. water main has been installed and is online. Contracted water main work is essentially complete for the year.
4. The next Water Commission Meeting is scheduled for October 19, 2020.

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

Storm Water Citizen Advisory Board Report – Public Works Director Kaiser provided and Director Mach presented the memo detailing the progress at the Harrison Street Pond and the installation of aerators at two of the city's detention ponds. Director Mach asked the Commission to defer questions about the Harrison Street Pond design to Public Works staff. The merits of aerators were discussed, including the benefits of dissolved oxygen, decrease in energy usage, and lessened maintenance.

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

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

Adjournment – **M.S.C. Lang/Boyette to adjourn at 5:48 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