

**MINUTES OF THE NEENAH WATER WORKS COMMISSION
AND
STORM WATER CITIZEN ADVISORY BOARD MEETING**
Special Meeting – June 27, 2022
Council Chambers – City Hall

Present: President Schmeichel; Commissioners: J. Lang, F. Lang, Boyette, and Bauman; Director Mach

Excused: None.

President Schmeichel called the meeting to order at 4:33 p.m.

Approve Regular Meeting Minutes for May 23, 2022 – Following discussion, **M.S.C. Boyette/Bauman to approve the May 23, 2022 Special Meeting Minutes.** All voting aye.

Approve the Invoices for May 2022 – Commissioners asked about the cash balance as of the end of May, 2022. Director Mach explained that the recent debt payment of approximately \$1.6M affected the cash balance significantly. Commissioners questioned charges and invoices from Gannett Newspapers, Inc. and Zoro Tools, Inc. Director Mach noted that contracts are advertised in the official newspaper of the City of Neenah, The Post-Crescent. The grease gun from Zoro was purchased to allow for quicker maintenance activities for both Distribution and Treatment staff members.

Following discussion, **M.S.C. Boyette/F. Lang to approve the May 2022 invoices.** All voting aye.

Appearances – None.

Old Business/New Business

Request to Award Bid for the Replacement of the Tractor / Backhoe – Director Mach presented a memo with bids received for replacement of the 2012 Tractor / Backhoe. There were five bids received from four local dealerships. The lead time for delivery from the low bidder was deemed to be excessive by staff as the current tractor needs new tires and service work. The second low bid was for an in-stock unit. Director Mach explained the costs associated with needed work on the existing tractor/backhoe. As such, it would be financially advantageous to consider the second low bid.

Following discussion, **M.S.C. J. Lang/Bauman to award the bid for the replacement of the Tractor / Backhoe to Service Motor Company of Dale, WI in the amount of \$93,915.00 for a new Case 580SN and F6 Breaker with trade-in of the existing 2012 JD 310SK Tractor / Backhoe.** All voting aye.

Request to Approve Draft Private Well Regulation Ordinance, Approve Draft Cross-Connection Control Ordinance, and Repeal Cross Connections Prohibited Ordinance Reports – Director Mach presented two memos explaining the reasoning behind the requested changes in these three ordinances. Input was received from Commissioners and Mr. Bill Pollnow. Commissioners wished to address each ordinance change separately and discuss each thoroughly. Director Mach detailed the issues with Sec. 21-133 *Cross connections prohibited* in that it specifically prohibits all cross-connections and is impossible to enforce. Something as simple as connecting a hose to a hose bibb creates a cross-connection. Thus, this ordinance is not logical and should be eliminated according to Director Mach.

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Following discussion, **M.S.C. Bauman/F. Lang to approve repealing Sec. 21-133 *Cross connections prohibited* ordinance and recommend said ordinance repeal to the Common Council.** All voting aye.

The Commission moved on to the discussion of revisions to Sec. 17-27 *Cross-connection control*. Commissioners asked about the definition of a *Device* and requested an explanation of its non-testability. Director Mach gave an example of a device: An ASSE 1011 Hose Bibb Vacuum Breaker. This device does not have test ports and no testing procedure. The only way to determine if it is working properly is to look for leakage. If it is leaking persistently, it is not acceptable and should be replaced. Commissioners then asked if the requirement to submit documentation is explicit in the revised ordinance or if it is implied. Director Mach noted that the submission of documentation is implied in the ordinance, but explicit in the correspondence and form used for cross-connection surveys. Commissioners directed Director Mach to consult with City Attorney Westbrook to add brief language (if needed) to specifically address this concern.

Following discussion, **M.S.C. F. Lang/Boyette to approve revisions to Sec. 17-27 *Cross-connection control* ordinance to include language addressing the requirement to submit cross-connection control surveys to the Utility and recommend said ordinance revisions to the Common Council for codification.** All voting aye.

Commissioners discussed Sec. 21-134 *Well abandonment*. Commissioner Bauman explained his dissatisfaction with the construction of the ordinance and how the burden of abandoning a well found on a property will end up falling on the property owner. He also was concerned about why the Utility was responsible for wells located only within city boundaries, and the restriction of usage for non-potable purposes only. Director Mach explained that wellhead protection programs are mandated by the DNR and we are obligated to maintain this program – even if we are a surface water plant. Our area is known to have wells with extremely high levels of Arsenic and the DNR has set minimum casing and grouting depths for new wells in our area. We do not want people to be using well water in our area for consumption or irrigating fruits and vegetables. In addition, we do not want well water with high concentrations of Arsenic entering the City's wastewater system.

Following discussion, **M.S.C. F. Lang/Boyette to approve revisions to Sec. 21-134 *Well abandonment* ordinance and recommend said ordinance revisions to the Common Council for codification.** Commissioners Schmeichel, J. Lang, F. Lang, and Boyette voting aye. Commissioner Bauman voting nay. **Motion carried 4-1.**

Request to Update Private Well Permit Fee – Director Mach presented a memo detailing the current and proposed Private Well Permit Fee. The current fee of \$25 every five year cycle does not adequately recover the costs to administer the program. Director Mach is proposing the Commission authorize a fee increase from \$25 to \$50 every five year cycle. Director Bauman suggested making the permit free in that it would limit the burden for private well owners and increase participation in the program. Director Mach noted that the permit fee currently only provides limited cost recovery from the workload and mailing costs associated with private well program.

Following discussion, **M.S.C. J. Lang/Schmeichel to approve increasing the Private Well Permit Fee from \$25 every five year cycle to \$50 every five year cycle.** Commissioners Schmeichel, J. Lang, F. Lang, and Boyette voting aye. Commissioner Bauman voting nay. **Motion carried 4-1.**

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Award Chemical Bid for Sodium Hypochlorite – Director Mach explained to the Commission that the bid tabulation was not available as of the time of the meeting. As such, awarding the bid for Sodium Hypochlorite will need to occur at a later meeting.

Following discussion, **M.S.C. Boyette/F. Lang to table awarding the bid for Sodium Hypochlorite until a future meeting.** All voting aye.

Discussion and Possible Action for Training / Mentoring Stipend – Director Mach requested the Commission have a discussion regarding the initiation of a training / mentoring stipend to reward those employees who provide one-on-one intensive training to new employees. This practice is common in police departments and school districts where there are designated staff members who are responsible for onboarding new employees. Commission members discussed the details of what a program would look like, mentor selection, and what methods would be used to measure success of the program. Commissioners asked Director Mach to report back to the Commission when a plan for implementing a suggested training / mentoring program is developed.

Following discussion, **No action.**

Director's Report –

1. Water Loss Report – Water loss is up
2. Julie Rosenau, our long-time Billing Clerk has tendered her resignation effective June 14, 2022. Julie was an incredible asset to the City and the Water Utility and staff wish her the best in her future endeavors – Commissioners wished Ms. Rosenau the best and thanked her for her service.
3. The following awards, change orders, and pay requests were approved at the June 9, 2022 Board of Public Works meeting:
 - Contract 8-22 HMA Pavement Repair was awarded to Northeast Asphalt, Inc. of Greenville, WI. Calculated amounts for Water are \$2,111.11 for Services and \$30,455.56 for Mains.
 - Pay Request No. 2 for Contract 2-22, Sanitary, Water Services, and Street Construction on Grove Street and Dieckhoff Street to Donald Hietpas & Sons, Inc., Little Chute, WI in the amount of \$12,238.85 for services on Dieckhoff Street and \$19,852.15 for services on Grove Street.
4. The following awards, change orders, and pay requests were approved at the June 15, 2022 Board of Public Works meeting:
 - Pay Request No. 3 for Contract 1-22, Sanitary, Water Main and Street Construction on Apple Blossom Dr., Fredrick Dr., Green Acres Ln., Honeysuckle Ln., Meadow Ln., Primrose Ln., and Wild Rose Ln., to Kruczek Construction, Inc., Green Bay, WI in the amount of \$327,459.45 for Water.
5. Solar installation update – The array is working very well. May, 2022 was the first month where the array provided a net positive generation of electricity.

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6. Private lead service line replacement funding update – The resolution and assessment report for the replacement of lead services and sanitary laterals is proceeding through the appropriate committees.
7. Staff are in the process of developing specifications and bid documents for the replacement of the leak truck.
8. The next regular Waterworks Commission meeting is scheduled for July 18, 2022.

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

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

Adjournment – **M.S.C. Boyette/Bauman to adjourn at 6:02 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach
Director, Neenah Water Utility