

MINUTES OF THE NEENAH WATER WORKS COMMISSION

Regular Meeting – August 19, 2019

The Hauser Room – City Hall

Present: President Kaufert; Commissioners: Schmeichel, Smaby, Boyette; and Director Mach

Excused: Commissioner Lang

President Kaufert called the meeting to order at 4:35 p.m.

Approve Regular Meeting Minutes for July 15, 2019 –

Following discussion, **M.S.C. Schmeichel/Smaby to approve the July 15, 2019 Regular Meeting Minutes**. All voting aye.

Approve the Invoices for July 2019 – The Commission questioned invoices from Krueger True Value, Sergeant Laboratories, Inc., and Graef USA, Inc. Director Mach indicated that the invoice from Krueger True Value for “Storm Sewer Bulk Head” would be explored further and reported back to the Commission. The invoice from Sergeant Laboratories, Inc. is for the usage monitoring software that the City places on network connected computers. The invoice from Graef USA, Inc. is for the pro-rated share of the Utility GIS services.

Following discussion, **M.S.C. Smaby/Schmeichel to approve the July 2019 invoices**. All voting aye.

Commissioner Boyette entered the meeting at 4:40 p.m.

Appearances – None

Old Business/New Business

Approve 2020 Water Utility CIP – Director Mach presented the Draft 2020 Water Utility CIP for the Commission’s consideration. The Commission was concerned about the more cost intensive items in the Plant, Metering and Equipment portion of the CIP. Director Mach explained the need to be proactive regarding replacing plant assets including the Carbon Dioxide tank. This tank is crucial to the operation of the plant and past its useful life. The replacement of media in two of the GAC filters, per the 2019 CIP, is scheduled to be completed in late 2019 or early 2020. Staff would like to ensure compliance with any future DNR or EPA emerging contaminants. A number of other items were discussed, including the snow-blower/mower, rip-rap installation, fencing, and repaving the driveway. Commissioners wanted to keep tabs on the cash balance in 2020 and have the ability to allow or restrict CIP expenditures as needed. Director Mach indicated that the Commission has this ability and welcomes their input.

Following discussion, **M.S.C. Smaby/Schmeichel to accept the Draft 2020 Water Utility CIP**. All voting aye.

Request to Oversize the Water Main Extension of Lone Oak Drive – Director Mach presented a memo detailing Cardinal-Neenah’s plan to develop lands north of Lone Oak Drive and west of Paintbrush Road. The Utility has requested the water main extending from the existing Lone Oak Drive stub and commencing north 676 ± feet be oversized to 16” in order to provide adequate

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service to any future City expansion to the north and west of the development. The estimated oversizing cost is \$42,025.50.

Following discussion, **M.S.C. Smaby/Boyette to reimburse Cardinal-Neenah (Developer) for the cost to oversize the water main from 10” to 16” north of the existing Lone Oak Drive terminus and commencing north 676 ± feet north.** All voting aye.

Reallocation of Replacement Reserves Funding – Director Mach presented a memo detailing the current funds allocation to the replacement reserves fund. In planning for the painting of the Cecil Street Water Tower in 2023 or 2024, he indicated that it would be prudent to allocate significantly more funding to the “Painting Towers” reserve. This fund was depleted following the painting of the Industrial Water Tower. Additionally, Director Mach indicated the need to add funds to the “Painting Hydrants” account. Therefore, it was proposed to reallocate the monthly \$30,250 replacement fund as follows:

Current replacement fund allocation:

1.	Sludge Lagoon: \$25,000
2.	Vehicles: \$2,500
3.	Painting Towers: \$2,750
4.	Painting Hydrants: \$0

Proposed replacement fund allocation:

1.	Sludge Lagoon: \$15,000
2.	Vehicles: \$2,500
3.	Painting Towers: \$12,250
4.	Painting Hydrants: \$500

Following discussion, **M.S.C. Smaby/Schmeichel to approve the proposed reallocation of the replacement fund reserves beginning on September 1, 2019.** All voting aye.

Director’s Report –

1. Non-Billable Water Report 13.36% (April, May, June) up from 10.11% (March, April, May).
2. Pay Request No.1 for Contract 5-19 HMA Pavement Repair for \$20,000.00 to MCC, Inc. This pay request was approved by the Board of Public Works at the July 30, 2019 meeting.
3. Change Order No. 1 for Contract 2-18 Miscellaneous Sewer and Water Main Construction and Street Construction on Cecil Street and Adams Street to David Tenor Corporation, Green Bay, WI, in the amount of (\$16,136.66). This change order was approved by the Board of Public Works at the August 13, 2019 meeting.
4. Construction update. All water main construction, with the exception of Courtney Court, has been completed. The pipe bursting of the section between Courtney Court and Plummer Court is scheduled for Thursday, August 22, 2019.

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5. GIS / Asset Management System update: The GIS system is coming along. The system is up and running. Additional forms and functionality are being added.
6. DNR Sanitary Survey update: The DNR requested changes to the facility have been completed to the satisfaction of the DNR.
7. Lagoon road damage: Staff are compiling quotes for the repair.
8. Memo regarding SBA lease buyout proposal.
9. The next Water Commission Meeting is scheduled for September 16, 2019.

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

Storm Water Report –

1. Harrison Street Pond –

- The City is developing concept plans for the pond site. Given its location adjacent to Arrowhead Park, there is a desire to have this pond be more aesthetically pleasing than some of our more rudimentary ponds, so we have been looking at options for design and amenities.
- Our environmental consultant has submitted a request to WDNR to allow the placement of low hazard soils from the pond excavation on the Arrowhead Park site. A clay cap will need to be placed over any material that is deposited here.
- Staff is evaluating the potential retention of the warehouse building on the property for city use and how the building could be screened.
- The test results for the sand fill under the warehouse's concrete deck have come back clean.
- The house at 502 Monroe Street is being razed.

Following discussion, **M.S.C. Boyette/Schmeichel to accept and place on file Storm Water Report.** All voting aye.

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

Adjournment – M.S.C. Schmeichel/Boyette to adjourn at 5:32 p.m. All voting aye.

Respectfully submitted,



Anthony L. Mach
Director, Neenah Water Utility