

**MINUTES OF THE NEENAH WATER WORKS COMMISSION  
AND  
STORM WATER CITIZEN ADVISORY BOARD MEETING**  
Regular Meeting – January 17, 2022  
Council Chambers – City Hall

**Present:** President Kaufert; Commissioners: Schmeichel, Boyette, Bauman, and Lang; Director Mach and Public Works Engineer Kummerow

**Excused:** None.

President Kaufert called the meeting to order at 4:30 p.m.

Approve Regular Meeting Minutes for December 20, 2021 – Following discussion, **M.S.C. Schmeichel/Bauman to approve the December 20, 2021 Regular Meeting Minutes.** All voting aye.

**Commissioner Boyette arrived at the meeting at 4:35 p.m.**

Approve the Invoices for December 2021 – Commissioners questioned charges from Fabick Cat, Home Depot, and Tri-City Glass & Door. Director Mach explained that the charge from Fabick is for the parts and labor to replace the voltage regulator on the generator. This component failed and needed to be replaced immediately. The space heaters from Home Depot are for keeping certain areas and components of the plant warm during the coldest months. Tri-City Glass & Door replaced one of the windows on the backhoe. A component failed on the backhoe and struck this window. This window is made of safety glass and stayed in one piece, despite the damage.

Following discussion, **M.S.C. Bauman/Schmeichel to approve the December 2021 invoices.** All voting aye.

Appearances – None.

Old Business/New Business

Request to Approve Draft Private Well Regulation Ordinance – Director Mach presented the memo and draft ordinance to the Commission. Commissioners requested a re-write of the *Purpose* statement and a citation of the applicable DNR code for authority to implement and maintain the program. In addition, Commissioners were concerned that the ordinance was too restrictive in that it only allowed the wells to be used for non-potable purposes. Director Mach explained that the entire city is within an arsenic advisory area and wells in this area are known for producing levels far in exceedance of the state and federal limit of 10 ppb. We do not want people drinking well water or using it for watering gardens. This ordinance is intended to allow for watering lawns, washing cars, etc. In addition, wells that are improperly abandoned or unused are known conduits for groundwater contamination. The Utility has a duty and is legally required to protect source waters of the State – including groundwater – even if we are a surface water plant. Commissioners were concerned that there was no chance of remediation before a well permit is revoked due to contamination. Director Mach indicated he can review that section with City Attorney Westbrook.

Following discussion, **M.S.C. Schmeichel/Boyette to table approval of the Draft Private Well Regulation Ordinance and request to update the Private Well Permit Fee until after requested edits are completed.** All voting aye.

**Waterworks Commission and Storm Water Citizen Advisory Board Regular Meeting Minutes  
January 17, 2022  
Page 2 of 3**

Request to Replace Water Main on Apple Blossom Drive from Tullar Road to Primrose Lane in Conjunction with Contracted Work in 2022 – Director Mach presented a memo detailing the work to be completed in the 2022 CIP. The water main will be replaced on streets intersecting Apple Blossom Drive. During projects, the Utility incorporates the cost of stubbing water mains out of intersections. In essence, all intersection water mains and appurtenances are replaced. This process drastically minimizes the chance that the intersection will be disturbed after construction is complete due to a main break or valve leak. After all intersections are stubbed out, there will be approximately 200 feet of existing water main remaining between each intersection. The Utility has started seeing degradation on the eastern section of Apple Blossom as recently as late 2021 and staff are confident that the water main is in poor shape. In order to minimize the cost, staff are suggesting that this replacement be incorporated into the 2022 CIP project along with adjoining streets. The estimated cost to replace 1,180 feet of main is \$120,000 and staff believe this cost will fit into the budgeted amount for the contract. Public Works staff would like to incorporate the resurfacing of Apple Blossom if the water main replacement work is completed and Common Council approves a budget amendment to the 2022 CIP.

Following discussion, **M.S.C. Schmeichel/Bauman to approve replacing the water main on Apple Blossom Drive from Tullar Road to Primrose Lane in conjunction with contracted Work in 2022, contingent upon Common Council approval to resurface Apple Blossom Drive as an amendment to the 2022 CIP.** All voting aye.

Storm Water Report – Public Works Engineer Kummerow reported on the progress at the Harrison Street Pond. The current excavation depth is between 10 to 15 feet. He noted that the City has confirmed that the sunset on the \$150,000 DNR construction grant has been extended through 2022.

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

Director's Report –

1. Water Loss Report – Staff have found and repaired three substantial leaks in the last two weeks.
2. Jeff Borree, Water Plant Operator, is retiring effective February 8<sup>th</sup>, 2022. Jeff was a long-time employee that was a great asset to the Water Utility and his knowledge and capability will be missed. Everyone at Neenah Water wishes Jeff a very happy and healthy retirement. Staff have begun the process of advertising and filling the position.
3. Private lead service line replacement funding update – Water Utility staff are working with City staff to apply for funding. The goal is to provide 100% principal forgiveness for private lead service lines up to a cost of \$4,000 each. The intention of the program is to provide a mix of contracted work and spot replacements.
4. Billing system update – Click2Gov is slated to be online and accessible to the public later this month. A bill stuffer will be sent to customers explaining the process of how to get signed-up.

**Waterworks Commission and Storm Water Citizen Advisory Board Regular Meeting Minutes  
January 17, 2022  
Page 2 of 3**

5. Solar installation update – After one month, the array has generated 472 kWh.
6. Lagoon / lagoon road update – The lagoon dredging contract is out for bid. Staff are noticing degradation of the lagoon road on the north loop. Repairs may be necessary.
7. The next regular Water Commission Meeting is scheduled for February 21, 2022.

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

Any Other Business That May Legally Come Before the Commission – Commission Boyette noted that the cost to replace some private lead service lines were unusually expensive in 2021. Director Mach explained that there were unusual circumstances present this year, including services that terminated inside cabinets or extraordinarily long service lines. The typical methods of replacement were unfeasible in these cases and boring in new services was the only option for replacement.

Adjournment – **M.S.C. Schmeichel/Boyette to adjourn at 5:55 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach  
Director, Neenah Water Utility