

AGENDA

REGULAR WATER COMMISSION MEETING AND STORM WATER CITIZEN ADVISORY BOARD MEETING

Monday, December 18, 2023

4:30 P.M.

Hauser Room – City Hall

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

1. Approve Regular Meeting Minutes for November 20, 2023 (Attachment)
2. Approve the Invoices for November 2023 (Attachment)
3. Appearances
4. Old Business/New Business
 - A. Storm Water Report (Attachment)
 - B. Final 2024 Operating and Capital Budget Approval (Attachment)
 - C. Request to Carry Over Unfinished Capital Projects from 2023 (Attachment)
 - D. Discussion of Water Utility Salary Study (Attachment)
 - E. Director's Report (Attachment)
 - F. Any Other Business That May Legally Come Before the Commission
 - G. Adjournment

*In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the **Water Utility Administrative Assistant at 920-886-6180** or the **City's ADA Coordinator at (920) 886-6106** or e-mail attorney@ci.Neenah.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.*

**MINUTES OF THE NEENAH WATER WORKS COMMISSION
AND
STORM WATER CITIZEN ADVISORY BOARD MEETING**
Regular Meeting – November 20, 2023
Hauser Room – City Hall

Present: President Schmeichel; Commissioners: Lang, Steiner, and Bauman, and Director Mach

Also Present: Deputy Director of Finance Kahl

Excused: Commissioner Hemes

President Schmeichel called the meeting to order at 4:32 p.m.

Approve Meeting Minutes for October 16, 2023 – Following discussion, **M.S.C. Bauman/Lang to approve the October 16, 2023 Meeting Minutes.** All voting aye.

Approve the Invoices for October 2023 –Commissioners asked about invoices and charges from Drucks Plumbing, Badger Meter, Inc., and an overpaid final account. Director Mach explained that the charge from Drucks was for the repair of a service line that was damaged during a meter change. The Commission approved the large purchase of water meters from Badger to take advantage of favorable pricing. The overpaid account was due to a correction in the billing system that resulted in a net credit to the vendor. They asked for the credit to be refunded in lieu of applying it to future bills.

Following discussion, **M.S.C. Schmeichel/Bauman to approve the October 2023 invoices.** All voting aye.

Appearances – None.

Old Business/New Business

Financial Reports – Deputy Director of Finance Kahl and Director Mach presented the 3rd Quarter 2023 Financial Reports. Commissioners asked about how the balance sheet is affected by GASB 87, Utility Plant in Service, and Source of Supply Expenses. Deputy Director Kahl explained that the lease revenue is no longer only represented as a cash transaction, but also represented as a noncurrent asset with a corresponding noncurrent liability on the balance sheet. Commissioners asked if the Utility Plant in Service could ever decrease year over year and how this affects payment in lieu of taxes (PILOT). Director Mach explained that this number is calculated based upon the value of the plant and any installed infrastructure (within the city limits). Furthermore, the cost of installed infrastructure is higher than the retired infrastructure – and there would not likely be a decrease. PILOT payments are made to the City from the Utility. This amount is determined by applying a formula to the state, county, local, and schools tax. The total calculated amount of the PILOT payment is made to the City. Commissioners noted the increase in Source of Supply Expenses. Director Mach explained that staff have been performing a high level of intake maintenance and are discussing a more thorough cleaning of the intake with contractors.

Following discussion, **M.S.C. Bauman/Steiner to accept and place on file the financial reports.** All voting aye.

Award Chemical Bids for 2024 – Director Mach presented the 2024 chemical bids for Commission consideration. He noted that the Utility participated in the Chemical Consortium with Appleton and Menasha again this year. Staff were pleased to discover that some bids came in lower. Commissioners asked Director Mach to provide a complete cost estimate for 2024 for a future meeting.

**Waterworks Commission and Storm Water Citizens Advisory Board Regular Meeting Minutes
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Following discussion, **M.S.C. Lang/Steiner to award the 2024 Chemical Bids to the low bidders as follows:**

Powdered Activated Carbon, Donau Carbon US, LLC, for \$0.987 / lb. 500 Grade and \$1.375 / lb. 800 Grade

Ferric Sulfate 60%, Chemtrade Logistics, Inc., for \$0.190 / lb.

Sodium Hypochlorite: Hydrite Chemical Co., for \$0.180 / lb.

Hydrated Lime: Graymont Western US Inc., for \$0.1210 / lb.

Hydrofluorosilicic Acid 23%, Hawkins, Inc., for \$0.465 / lb.

Liquid Carbon Dioxide, Airgas, Inc., for \$0.086 / lb.

Clarifloc C-308P, Polydyne, Inc., for \$0.840 / lb.

All voting aye.

Approve Final Pay Request for Contract 1-23W Cecil Street Water Tower Repainting – Director Mach presented the memo and documents for the final payment requested for this contract. The work is complete, and the tower is fully operational.

Following discussion, **M.S.C. Bauman/Schmeichel to approve the final payment for Contract 1-23 Cecil Street Water Tower Repainting to Fedewa, Inc. in the amount of \$15,100.00.** All voting aye.

Review and Approval of Updated Water Utility Job Descriptions – Director Mach presented the previously reviewed job descriptions of all positions at the Water Utility for Commission consideration. He noted that there were no substantive changes since the review at the October meeting. Commissioners expressed their gratitude to all staff members that took the time to help develop and refine each job description.

Following discussion, **M.S.C. Schmeichel/Bauman to approve the updated job descriptions for all positions at the Water Utility.** All voting aye.

Director's Report –

1. Water Loss Report – Staff are continuing leak detection and billing system auditing.
2. The following items were approved at the November 7, 2023 Board of Public Works meeting:
 - Recommend approval of Final Pay Request Contract 1-23W Cecil Street Water Tower Repainting to Fedewa, Inc., Hastings, Michigan in the amount of \$15,100.00.
3. Plant update – Staff purchased replacement hydraulic cylinders for the UV reactors after a recent failure of one of the units. Staff also replaced the motor and gearbox unit on one of the softeners due to a failure. Water Treatment Manager Gorges has completed review of carbon dioxide tank and vaporizer manufacturers, and a final selection will happen soon.
4. Solar installation update – The array is performing very well. Director Mach noted that the spreadsheet was updated to reflect tariff changes from WE Energies.
5. The next regular Waterworks Commission meeting is scheduled for Monday, December 18, 2023.

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

**Waterworks Commission and Storm Water Citizens Advisory Board Regular Meeting Minutes
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Any Other Business That May Legally Come Before the Commission – None.

Adjournment – **M.S.C. Steiner/Bauman to adjourn at 5:27 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

**WATER UTILITY CASH ACTIVITY
November 2023**

Cash Balance Nov 1, 2023		\$3,437,020
Cash Receipts		
Water Collection Receipts	1,001,704	
Other Water Receipts	20,700	
		1,022,404
Cash Distributions		
Check Register	74,479	
WE Energies	18,588	
Disbursements to the City	146,094	
		239,160
Cash Balance Nov 30, 2023		4,220,264

NOV DISBURSEMENTS TO THE CITY

Payroll		100,043
Payroll Benefits		40,656
Vehicle Fuel & Fluids		1,369
Postage		36
IS/GIS Services		3,990
Total Disbursements to the City		146,094

REPLACEMENT FUND RESERVES AS OF NOV 2023

Sludge Lagoon		\$1,698,413
Vehicles		226,050
Painting Towers		678,995
Painting Hydrants		65,500
GAC Media Replacement		530,000
Pump Rehab		108,000
Meters/Endpoints		400,000
Total Replacement Fund Reserves		\$3,706,958

WATER UTILITY CHECK REGISTER

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description	Account Number
11/09/2023	1203	MCMAHON	932607	5,261.55	9/3-10/7 SERVICES-WEST	SIDE BOOSTER STATION	Water	4000002070506
11/09/2023	1206	MICHEL	459563	328.05	BACKFILL		Water	40004027706730
11/09/2023	1208	N & M AUTO SUPPLY	803193	89.95	DEF TANK, GREASE		Water	40004017709290
11/16/2023	1224	KRUEGER TRUE VALUE	154141	6.36	ELECTRICAL TAPE		Water	40004027706780
		KRUEGER TRUE VALUE	153953	9.97	HOUSE CLEANING SUPPLIES		Water	40004017706650
		KRUEGER TRUE VALUE	153953	53.41	HAND TOOLS		Water	40004027706750
		KRUEGER TRUE VALUE	154042	70.17	RODENT CONTROL		Water	40004017706650
		KRUEGER TRUE VALUE	153758	46.97	FLOOR CLEANER, GARBAGE	BAGS	Water	40004027706520
		KRUEGER TRUE VALUE	154099	82.45	LUMBER TO MAKE DECK IN	TRUCK BED	Water	40004017709290
		KRUEGER TRUE VALUE	153723	59.97	LIGHT BULBS		Water	40004027706520
		KRUEGER TRUE VALUE	153825	100.76	PRUNERS/LOPPER TOOLS		Water	40004027706520
11/16/2023	1226	MICHEL	460043	1,786.37	COLD PATCH		Water	40004027706730
		MICHEL	460043	1,786.38	COLD PATCH		Water	40004027706750
11/22/2023	1239	MICHEL	460525	315.45	BACKFILL		Water	40004027706730
11/30/2023	1245	U S BANK	11-12-23	8,654.67	MILPORT ENTERPRISES INC	SODIUM HYPERCHLORITE	Water	40004017706410
		U S BANK	11-12-23	28.00	WI STATE HYGIENE LAB	LAB TEST	Water	40004017706420
		U S BANK	11-12-23	210.00	AMZN MKTP US*U133R4FA3	TRANSFER PUMP	Water	40004017706650
		U S BANK	11-12-23	84.91	AMZN MKTP US*NIM2627F93	BULBS/ADAPTER LAB EQUIPME	Water	40004017706430
		U S BANK	11-12-23	295.00	FIRELINE SPRINKLER LLC	ANNUAL SPRINKLER INSPECTI	Water	40004017706430
		U S BANK	11-12-23	347.20	NORTHERN LAKE SERVICE- IN	LAB TESTS	Water	40004017706420
		U S BANK	11-12-23	66.11	CINTAS CORP	MATS MOPS TREATMENT	Water	40004017706430

WATER UTILITY CHECK REGISTER

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description	Account Number
11/30/2023	1245	U S BANK	11-12-23	557.00	WI STATE HYGIENE LAB	ANNUAL PT ENROLLMENT	Water	40004017706430
		U S BANK	11-12-23	93.32	AIRGAS LLC - NORTH N139	FREEZE KIT GAS	Water	40004027706750
		U S BANK	11-12-23	25.00	FERRELL*GAS LP	PROPANE RENTAL FEE	Water	40004017706430
		U S BANK	11-12-23	66.12	CINTAS CORP	MATS MOPS DISTRIBUTION	Water	40004017706650
		U S BANK	11-12-23	461.44	BADGER METER INC	OCTOBER 2023 METER READS	Water	40004017706630
		U S BANK	11-12-23	11.98	THE UPS STORE 2376	LAB SHIPPING	Water	40004017706420
		U S BANK	11-12-23	87.85	MIDWEST METER - JACKSON	M/E ENDPOINT	Water	40000002070508
		U S BANK	11-12-23	239.07	APPLETON PACKING AND GASK	TEFLON GASKET SHEETS	Water	40004027706520
		U S BANK	11-12-23	339.98	ELECTRIC MOTOR WAREHOUSE	VENT BLOWER MOTORS	Water	40004027706510
		U S BANK	11-12-23	8,805.12	KEMIRA WATER SOLUTIONS	FERRIC SULFATE	Water	40004017706410
11/30/2023	1246	U S BANK	11-27-23	21.41	U.S. CELLULAR	AIRTIME 9/22-10/21	Water	40004017706430
		U S BANK	11-27-23	279.96	ASPIRUS OCC HEALTH WAU	AUDIOGRAMS	Water	40004017709270
		U S BANK	11-27-23	117.91	U.S. CELLULAR	AIRTIME 9/22-10/21	Water	40004017706650
		U S BANK	11-27-23	21.44	U.S. CELLULAR	AIRTIME 9/22-10/21	Water	40004017706260
		U S BANK	11-27-23	7.10	TDS METROCOM	OCT TDS PHONE	Water	40004017709030
		U S BANK	11-27-23	46.05	TDS METROCOM	OCT TDS PHONE	Water	40004017706650
		U S BANK	11-27-23	19.32	U.S. CELLULAR	AIRTIME 9/22-10/21	Water	40004017709020
		U S BANK	11-27-23	9.46	TDS METROCOM	OCT TDS PHONE	Water	40004017709210
		U S BANK	11-27-23	4.60	TDS METROCOM	OCT TDS PHONE	Water	40004017706630
		U S BANK	11-27-23	185.00	ASC EMPL SOLTN PRTL ECOM	AUDIOGRAMS	Water	40004017709270

WATER UTILITY CHECK REGISTER

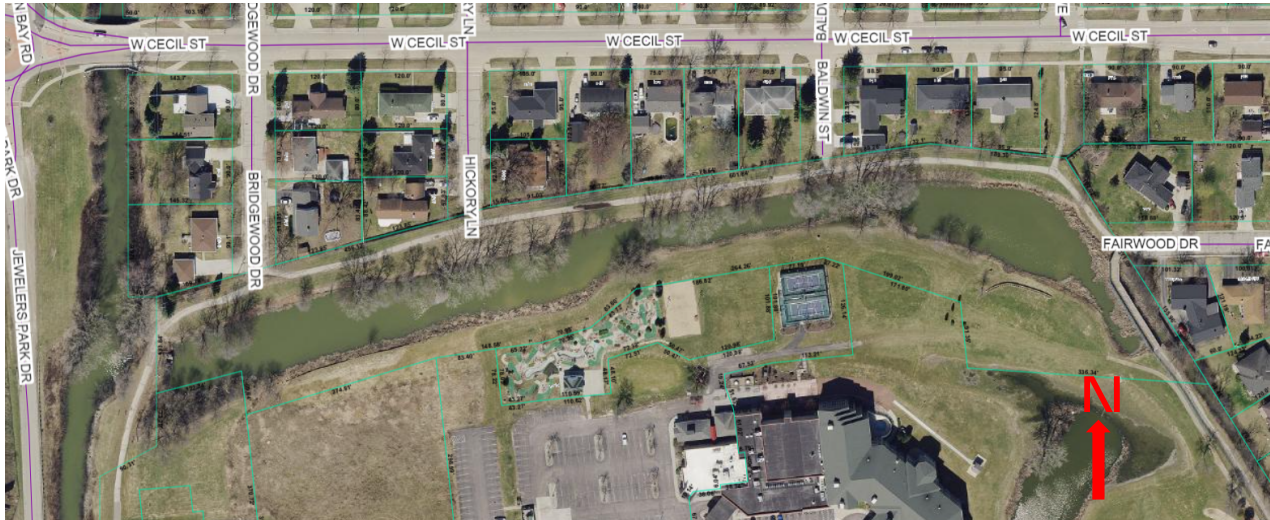
AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description	Account Number
11/30/2023	1246	U S BANK	11-27-23	96.70	TDS METROCOM	OCT TDS PHONE	Water	40004017706430
		U S BANK	11-27-23	38.64	U.S. CELLULAR	AIRTIME 9/22-10/21	Water	40004017706630
		U S BANK	11-27-23	98.51	U.S. CELLULAR	AIRTIME 9/22-10/21	Water	40004017706620
11/30/2023	1251	FEDEWA INC	1-23W PAY FINAL	15,100.00	CECIL ST WATER TOWER	REPAINTING	Water	40004027706720
11/30/2023	1257	MICHELS	461321	790.88	BACKFILL		Water	40004027706730
11/30/2023	1282	U S BANK	11-27-23	706.48	NORTHERN LAKE SERVICE- IN	LAB TESTS	Water	40004017706420
		U S BANK	11-27-23	23.01	UNITED STATES PLASTIC COR	LAB WATER BOTTLES	Water	40004017706420
		U S BANK	11-27-23	55.50	4TE*CULLIGAN WATER CONDIT	LAB WATER	Water	40004017706420
		U S BANK	11-27-23	939.97	HAWKINS INC	AMMONIA HYDROXIDE	Water	40004017706410
		U S BANK	11-27-23	104.85	FERGUSON WTRWRKS #1476	HYDRANT TAGS	Water	40004027706770
		U S BANK	11-27-23	39.42	AMZN MKTP US*W22P77Q43	TONER/USB CABLES	Water	40004017706430
		U S BANK	11-27-23	241.99	AMZN MKTP US*W22P77Q43	WATER PUMP/FLASHLIGHT	Water	40004017706650
		U S BANK	11-27-23	230.14	THE HOME DEPOT PRO	MULTIFOLDTOWELS/LAB WIPES	Water	40004027706520
		U S BANK	11-27-23	220.05	USABLUEBOOK	LAB EQUIPMENT	Water	40004017706420
		U S BANK	11-27-23	5,010.03	HAWKINS INC	SODIUM PERMANGANATE	Water	40004017706410
		U S BANK	11-27-23	61.63	AMZN MKTP US*F10YO66J3	OFFICE SUPPLIES	Water	40004017709210
11/02/2023	57626	SECURITY LUEBKE ROOFING INC	11-27-23 72306951	1,256.06	HAWKINS INC	HYDROFULOSILICIC ACID	Water	40004017706410
		GRAYMONT WESTERN LIME INC	35212791RI	1,449.00	ENTRY DOOR FLASHING/	REPAIRS	Water	40004027706510
11/09/2023	57639	GRAYMONT WESTERN LIME INC	35212791RI	4,683.73	HYDRATED LIME		Water	40004017706410

WATER UTILITY CHECK REGISTER

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description	Account Number
11/09/2023	57642	HEARTLAND BUSINESS SYSTEMS LLC	642066H	26.40	OCT G1 LICENSES		Water	40004017706430
		HEARTLAND BUSINESS SYSTEMS LLC	642066H	24.00	OCT DEFENDER FOR O365		Water	40004017706430
		HEARTLAND BUSINESS SYSTEMS LLC	642066H	64.08	OCT AZURE ENTRA P1-MFA		Water	40004017706430
11/09/2023	57663	WRWA	S6058	615.00	MEMBERSHIP FOR UTILITY		Water	40004017709270
11/16/2023	57670	DIVERSIFIED BENEFIT SERVICES INC	393854	16.00	OCT SERVICES-FLEX	SPENDING	Water	40004017709260
		DIVERSIFIED BENEFIT SERVICES INC	394874	75.65	NOV SERVICES - HRA		Water	40004017709260
11/16/2023	57673	GRAYMONT WESTERN LIME INC	35213254RI	4,275.15	HYDRATED LIME		Water	40004017706410
11/22/2023	57698	GRAYMONT WESTERN LIME INC	35213689RI	4,145.34	HYDRATED LIME		Water	40004017706410
11/22/2023	57704	KURZ INDUSTRIAL SOLUTIONS INC	INV54090	2,216.87	SOFTENER GEARMOTOR	ASSEMBLY	Water	40004027706520
11/22/2023	57713	WISCONSIN CENTRAL LTD	9500256285	445.51	BERGSTROM RD 12" MAIN	CROSSING	Water	40004017706620
11/30/2023	57720	HEARTLAND BUSINESS SYSTEMS LLC	647924H	220.32	11/2023-10/2024 VEEAM	BACKUP LICENSES	Water	40004017706430
11/30/2023	57730	WDATCP	2024 LICENSE	10.00	WDATCP LIMING MATERIALS	LICENSE	Water	40000001326500
11/30/2023	57731	WRIGHT WEBER MGMT LLC	000043903	115.13	OVERPD FINAL ACCOUNT	000000338	Water	40000003070000
Overall - Total				74,478.87				

**Storm Water Citizen's Advisory Board
Monthly Report
December 2023**

1. Bridgewood Pond: With the negotiated arrangements for the Bridgewood development, the City has taken ownership of the Bridgewood Pond. This pond includes a pump house at the west end. Staff has requested a proposal to have a firm evaluate the modifications needed to allow us to use this as a credited storm water retention pond.



2. Harrison Pond: Pumps are being installed for the water feature. Delivery of an electric service pedestal has been delayed. It is scheduled to arrive this month. The pumps will not be operational until that pedestal is installed. Grading for the path and the berm along the warehouse are being completed. Tree replacements and other landscaping issues are being addressed in spring. Staff is exploring the use of a private contractor for landscaping maintenance.
3. Douglas Pond: We have contracted with Westwood Professional to prepare plans for the Douglas Pond. That firm has done considerable storm water modelling in the area as part of their work on the S. Commercial Street design, so they are well equipped to proceed with the next step on this project. The design will need to address the need for flood control and storm water retention while also accounting for the needs at Douglas Park and Galloway Company.
4. TMDL Analysis: Staff has prepared and submitted to WDNR the Total Maximum Daily Load analysis of the storm water treatment installations. This analysis evaluates the progress that the City is making to achieving the storm water suspended solids and phosphorus removal requirements spelled out in the Low Fox River and Upper Fox River TMDLs. The analysis is attached.

TMDL Analysis
City of Neenah
 12/4/2023

Pollutant Analysis Summary - Urban Study Area 2012

Area (acres)	TSS				TP				
	Before Drain System (lbs/yr)	After Outfall control (lbs/yr)	Total Load Reduction (lbs)	Total Load Reduction (%)	Before Drain System (lbs/yr)	After Outfall control (lbs/yr)	Total Load Reduction (lbs)	Total Load Reduction (%)	
Fox River	822,55	221,493	186,453	35,040	15.8%	710.16	640.03	70.13	9.9%
Neenah Slough	4,133.2	1,098,597	847,382	251,214	22.9%	3,195.74	2,721.26	474.47	14.8%
Lake Winnebago	432.64	86,254	69,732	16,522	19.2%	328.56	287.00	41.56	12.6%
	5388.39	1,406,344	1,103,567	302,776	21.5%	4,234.46	3,648.29	586.16	13.8%

TMDL Load Allocation Summary

	TSS				TP			
	Baseline (lbs)	Allocated (lbs)	Reduction (lbs)	Reduction (%)	Baseline (lbs)	Allocated (lbs)	Reduction (lbs)	Reduction (%)
Fox River	159,612	55,543	104,069	65.2%	252.00	176.00	76.00	30.0%
Neenah Slough	1,303,458	782,075	521,383	40.0%	2,121.00	1,485.00	636.00	30.0%
Lake Winnebago		131		0.0%		0.80		83.0%

TMDL Load Reduction Goals Percent Reduction Method

Area	TSS Reduction Goal & Reduction Provided 2013					TP Reduction Goal & Reduction Provided 2013						
	TMDL Load Reduction Required (lbs)	TMDL Load Reduction Required (%)	Total Load Reduction Provided (lbs)	Total Load Reduction Provided (%)	Additional Load Reduction Required (lbs)	TMDL TSS Reduction Satisfied	TMDL Load Reduction Required (lbs)	TMDL Load Reduction Required (%)	Total Load Reduction Provided (lbs)	Total Load Reduction Provided (%)	Additional Load Reduction Required (lbs)	TMDL TSS Reduction Satisfied
Fox River	144,413	65.2%	35,040	15.8%	109,373	no	213	30.0%	70	9.9%	143	no
Neenah Slough	439,439	40.0%	251,214	22.9%	188,224	no	959	30.0%	474	14.8%	484	no
Lake Winnebago												

Fox River

	TSS Analysis - 65.2% Removal Required				Required Reduction Achieved?	TP Analysis - 30% Removal Required			
	PMP Load Reduction Provided (lbs)	Cumulative Load Reduction Provided (lbs)	TMDL Load Reduction Provided (%)	Total Load Reduction Provided (lbs)		PMP Load Reduction Provided (lbs)	Cumulative Load Reduction Provided (lbs)	Total Load Reduction Provided (%)	Required Reduction Achieved?
2012 Existing BMPs	35,040.0	35,040	15.82%	no	70.0	70.0	9.86%	no	
Affinity Health Clinic Biofilter	21.6	35,062	15.83%	no	70.0	70.0	9.86%	no	
Gateway Parking Lot Biofilter	300.0	35,362	15.97%	no	1.0	71.0	10.00%	no	
Thada Clark Biofilter	198.2	35,560	16.05%	no		71.0	10.00%	no	
Eggers Pond Exp. & Storm Reroute	2,565.0	38,145	17.22%	no	3.01	74.0	10.42%	no	

Neenah Slough

The City has annexed land in this subbasin, therefore the load baseline, allocated and reductions will increase.

Add Annexations

Percent Reduction Method

Area (acres)	TSS Reduction Goal & Reduction Provided 2013				TP Reduction Goal & Reduction Provided 2013				
	Before Drain System (lbs)	Cumulative Load Reduction Provided (lbs)	TMDL Load Reduction Required (%)	TMDL Load Reduction Required (lbs)	Before Drain System (lbs)	Cumulative Load Reduction Provided (lbs)	TMDL Load Reduction Required (%)	TMDL Load Reduction Required (lbs)	
2012	4,133.20	1,098,597	40.0%	439,439	3,195	3,196	30.0%	959	
Integrity Acres	20.15	3,591	1,102,188	40.0%	440,875	15	3,210	30.0%	963
Freedom & Homes	93.88	16,373	1,118,561	40.0%	447,424	65	3,275	30.0%	983
	4,247.23								

TSS Analysis - 40% Removal Required

	TSS Analysis - 40% Removal Required					TP Analysis - 30% Removal Required				
	Load Reduction Provided (lbs)	Cumulative Load Reduction Provided (lbs)	TMDL Load Reduction Required (lbs)	Total Load Reduction Provided (%)	Required Reduction Achieved?	Load Reduction Provided (lbs)	Cumulative Load Reduction Provided (lbs)	TMDL Load Reduction Required (lbs)	Total Load Reduction Provided (%)	Required Reduction Achieved?
2012 Existing BMPs	251,214.0	251,214	439,439	22.87%	No	474.0	474	959	14.83%	No
Bluebird Court Pond	334.0	251,548	439,439	22.90%	No	1.0	475	959	14.86%	No
Menasha Packaging (Gillingham Rd)	493.0	252,041	439,439	22.94%	No	0.0	475	959	14.86%	No
Directions Biofilter	262.0	252,303	439,439	22.97%	No	0.0	475	959	14.86%	No
Festival Biofilter	637.0	252,940	439,439	23.02%	No	1.2	476	959	14.90%	No
CVS Stormceptor	40.0	252,980	439,439	23.03%	No	0.1	476	959	14.90%	No
Winnebago Credit Union Biofilter	116.0	253,096	439,439	23.04%	No	0.2	477	959	14.91%	No
Bridgewood Pond	1,884.0	254,980	439,439	23.21%	No	3.9	480	959	15.03%	No
Bridgewood Condos Pond #1	1,128.0	256,108	439,439	23.31%	No	2.8	483	959	15.12%	No
Bridgewood Condos Pond #2	1,153.0	257,261	439,439	23.42%	No	3.0	486	959	15.21%	No
Woodside Green Estates Pond	2,451.0	259,712	439,439	23.64%	No	4.0	490	959	15.34%	No
Commerce Ct Pond Expansion & Storm Sewer	59,719.0	319,431	439,439	29.08%	No	69.4	560	959	17.51%	No
Green Meadows Biofilter	150.0	319,581	439,439	29.09%	No	1.0	561	959	17.54%	No
Washington Park Biofilter		319,581	439,439	29.09%	No	1.0	562	959	17.57%	No
Western Ave Substation Biofilter	193.0	319,774	439,439	29.11%	No	1.0	563	959	17.60%	No
Western Ave Townhouses Pond	1,428.0	321,202	439,439	29.24%	No	3.0	566	959	17.70%	No
Wal-mart Pond	2,473.0	323,675	439,439	29.46%	No	2.0	568	959	17.76%	No
Galloway Biofilters	729.0	324,404	439,439	29.53%	No	1.0	569	959	17.79%	No
Neenah Foundry Pond (Existing)	40,919.0	365,323	439,439	33.25%	No	8.3	577	959	18.05%	No
Neenah Foundry Parking Lot Biofilter	0.0	365,323	439,439	33.25%	No	1.0	578	959	18.08%	No
Neenah Foundry MH Filter	0.0	365,323	439,439	33.25%	No	0.3	578	959	18.08%	No
VNA Pond - Lyon Dr	1,573.0	366,896	439,439	33.40%	No	4.4	583	959	18.23%	No
Bergstrom Road Pond (Dayton Freight)	8,231.0	375,127	439,439	34.15%	No	10.0	593	959	18.54%	No
Menasha Corp Pond	7,227.0	382,354	439,439	34.80%	No	19.0	612	959	19.14%	No
Marathon 2001 Apartments	1,581.0	383,935	439,439	34.95%	No	3.8	615	959	19.26%	No
Menasha Packaging Pond (Gillingham Rd)	1,327.0	385,262	439,439	35.07%	No	0.0	615	959	19.26%	No
Multi Storage Pond (Bergstrom Rd)	919.0	386,181	439,439	35.15%	No	0.0	615	959	19.26%	No
Pendleton Park Pond	7,124.0	393,305	439,439	35.80%	No	24.0	639	959	20.01%	No
Harrison North Pond	41,441.0	434,746	439,439	39.57%	No	85.9	725	959	22.70%	No
Fairview Biofilter	0.0	434,746	439,439	39.57%	No	0.0	725	959	22.70%	No
Integrity Acres Pond	3,271.0	438,017	439,439	39.87%	No	9.7	735	959	23.00%	No
Freedom Acres East & Homes Ponds	4,634.0	442,651	440,875	40.29%	Yes	32.4	767	963	23.90%	No
Homes at Freedom Meadows Pond	9,002.0	451,653	447,424	41.11%	Yes	32.4	800	983	24.42%	No



Neenah Water Utility

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Anthony L. Mach

Director of Neenah Water Utility

MEMORANDUM

DATE: December 13, 2023
TO: Waterworks Commission
FROM: Anthony L. Mach
RE: Final 2024 Operating and Capital Budget Approval

Please find attached the final 2024 Water Utility Operating and Capital Budget. This budget was reviewed by the November 8, 2023 Committee of the Whole and approved at the November 14, 2023 Common Council Budget Public Hearing.

Staff recommends approving the Final 2024 Operating and Capital Budget as presented.

**CITY OF NEENAH
2024 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Anthony Mach

Water Utility
2024 Proposed Budget

The purpose of the Water Utility Fund is to account separately for all revenues and expenditure activities necessary to provide water to Utility customers. Revenues include water user fees, public fire charges, private fire charges, interest income, and special charges. Costs include pumping, treatment and distribution of water, billing and collection, debt service payments, capital investments, administrative charges, and the payment in lieu of taxes (PILOT) to the City. The last water rate increase went into effect on January 1, 2011. At that time, the Public Service Commission of Wisconsin (PSCW) authorized the Utility to set aside funds on a monthly basis to pay for large operations and maintenance projects. Those totals are designated on the Utility Balance Sheet under Temporary Investments in the "Replacement Reserves" line.

The 2023 mid-year Replacement Reserve Totals reported are \$3,531,958. In 2024, the Utility will use funds from the account to pay for several maintenance projects including refurbishment of critical pumps and dredging the sludge lagoon. Revenues for 2023 are reflecting continued growth due to positive economic recovery and increased interest from investments.

Water sales continue to trend slightly upward and the Utility continues to be efficient and effective. This has allowed water rates to remain static since January 2011. Overall, the annual financial rate of return remained positive which indicates the Utility is in good overall financial condition. The long-term goal is to reduce outstanding debt, stabilize rates and focus on infrastructure improvements.

Major Accomplishments in 2023 include the replacement of water mains and services on River Street, High Street, Burr Avenue, Chestnut Street, Dieckhoff Street, Laudan Boulevard, Brantwood Drive, Brantwood Court, Charles Court, Hughes Court, Memorial Court and Patrick Court. In addition, the Utility has completed replacements of lead service lines in conjunction with Private Lead Service Line Replacement Funding. The west side booster station building contract has been let and staff are eagerly awaiting the start of this project. The Cecil Street Water Tower Painting Project began in August with a completion scheduled for mid-September. Staff are currently working on plans and specifications for the Oak Street Bridge Main Crossing and replacement of the Carbon Dioxide Storage Tank. Developments in the west side of the city continue in the Homes at Freedom Meadows and Freedom Acres subdivisions.

Goals for 2024 include the replacement of water mains and services on Quarry Lane, E. Doty Avenue, Stevens Street, Cedar Street, Belmont Avenue, Belmont Court, Bayview Road, Reed Street and the easement properties along S. Park Avenue. In addition, we are planning on relaying the Sludge Line and four intersections along S. Commercial Street in anticipation of the 2025 road reconstruction. This will allow us to continue to provide exceptional water service 24/7/365. Staff continue to focus on pump refurbishments and replacements as well as other maintenance projects which will keep the operation safe and secure.

Revenues	2022 Actual	2023 Budget	2023 Estimate	2024 Request	2024 Proposed
Water Sales					
Unmetered Sales					
Sales to General Customers	\$6,642	\$7,500	\$8,000	\$7,500	\$7,500
Public Fire Protection	\$1,718,723	\$1,707,000	\$1,707,000	\$1,715,000	\$1,715,000
Private Fire Protection	\$137,510	\$137,000	\$137,000	\$137,000	\$137,000
Total Unmetered Sales	\$1,862,875	\$1,851,500	\$1,852,000	\$1,859,500	\$1,859,500
Metered Sales					
Residential	\$3,125,325	\$3,150,000	\$3,150,000	\$3,166,000	\$3,166,000
Multi Family Residential	\$154,863	\$160,000	\$160,000	\$160,800	\$160,800
Commercial	\$895,112	\$840,000	\$840,000	\$840,000	\$840,000
Industrial	\$1,869,220	\$1,666,500	\$1,700,000	\$1,683,000	\$1,683,000
Public Authority	\$135,112	\$128,500	\$128,500	\$128,500	\$128,500
Total Metered Sales	\$6,179,632	\$5,945,000	\$5,978,500	\$5,978,300	\$5,978,300
Total Sales of Water	\$8,042,507	\$7,796,500	\$7,830,500	\$7,837,800	\$7,837,800

**CITY OF NEENAH
2024 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Anthony Mach

Other Revenues	2022 Actual	2023 Budget	2023 Estimate	2024 Request	2024 Proposed
Other Operating Revenues					
Forfeited Discounts	\$60,657	\$60,000	\$60,000	\$63,000	\$63,000
Miscellaneous Service	\$29,450	\$25,600	\$19,200	\$23,600	\$23,600
Rentals	\$115,485	\$118,000	\$165,500	\$131,800	\$131,800
Other	\$63,608	\$47,000	\$50,600	\$48,800	\$48,800
Total Other Operating Revenues	\$269,200	\$250,600	\$295,300	\$267,200	\$267,200
Income					
Merchandising & Jobbing	\$11,230	\$10,000	\$10,000	\$10,000	\$10,000
Interest	-\$116,147	\$75,000	\$440,000	\$250,000	\$250,000
P-Card Rebate	\$13,646	\$8,000	\$8,000	\$8,000	\$8,000
Amort. On Long-term Debt Discounts	\$2,521	\$2,520	\$2,520	\$2,520	\$2,520
Miscellaneous Non-Operating	\$429,575	\$0	\$0	\$0	\$0
Total Income	\$340,825	\$95,520	\$460,520	\$270,520	\$270,520
Total Other Revenues	\$610,025	\$346,120	\$755,820	\$537,720	\$537,720
Total Sales and Other Revenues	<u>\$8,652,532</u>	<u>\$8,142,620</u>	<u>\$8,586,320</u>	<u>\$8,375,520</u>	<u>\$8,375,520</u>

**CITY OF NEENAH
2024 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Anthony Mach

Expenses	2022 Actual	2023 Budget	2023 Estimate	2024 Request	2024 Proposed
Maintenance Expenses					
Source of Supply					
Supervision and Engineering	\$11,127	\$15,400	\$11,000	\$15,400	\$15,400
Lake and River Intake	\$0	\$20,000	\$18,000	\$20,000	\$20,000
Total Source of Supply	\$11,127	\$35,400	\$29,000	\$35,400	\$35,400
Pumping Expenses					
Supervision and Engineering	\$15,638	\$15,000	\$11,000	\$15,000	\$15,000
Structures and Improvements	\$0	\$1,000	\$1,000	\$1,000	\$1,000
Power and Production Equipment	\$0	\$0	\$0	\$0	\$0
Pumping Equipment	\$3,129	\$25,500	\$0	\$0	\$0
Total Pumping Expense	\$18,767	\$41,500	\$12,000	\$16,000	\$16,000
Water Treatment Expenses					
Supervision and Engineering	\$33,946	\$30,000	\$30,000	\$33,000	\$33,000
Structures and Improvements	\$531,843	\$150,000	\$150,000	\$600,000	\$600,000
Water Treatment Equipment	\$125,058	\$475,000	\$130,000	\$140,000	\$140,000
Total Water Treatment Exp.	\$690,847	\$655,000	\$310,000	\$773,000	\$773,000
Distribution Expenses					
Supervision and Engineering	\$11,895	\$30,000	\$15,000	\$33,000	\$33,000
Structures and Improvements	\$0	\$5,000	\$5,000	\$5,000	\$5,000
Reservoir and Standpipes	\$1,420	\$520,000	\$520,000	\$2,000	\$2,000
Mains	\$188,212	\$250,000	\$250,000	\$250,000	\$250,000
Services	\$77,718	\$100,000	\$25,000	\$100,000	\$100,000
Meters	\$2,164	\$11,000	\$1,000	\$11,000	\$11,000
Hydrants	\$28,109	\$40,000	\$10,000	\$40,000	\$40,000
Miscellaneous Plant	-\$568	\$0	\$0	\$0	\$0
Total Distribution Expenses	\$308,950	\$956,000	\$826,000	\$441,000	\$441,000
General Plant					
SCADA	\$0	\$0	\$0	\$0	\$0
Total General Plant	\$0	\$0	\$0	\$0	\$0
Total Maintenance Expenses	\$1,029,691	\$1,687,900	\$1,177,000	\$1,265,400	\$1,265,400

**CITY OF NEENAH
2024 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Anthony Mach

Expenses	2022 Actual	2023 Budget	2023 Estimate	2024 Request	2024 Proposed
Operations Expenses					
Source of Supply					
O & M Supervision	\$2,782	\$4,500	\$4,500	\$5,000	\$5,000
Labor & Other Expenses	\$0	\$500	\$500	\$500	\$500
Total Source of Supply	\$2,782	\$5,000	\$5,000	\$5,500	\$5,500
Pumping Expenses					
O & M Supervision	\$13,001	\$13,500	\$13,500	\$15,000	\$15,000
Fuel or Power for Pumping	\$137,723	\$140,000	\$140,000	\$150,000	\$150,000
Pumping Labor & Expenses	\$99,606	\$90,300	\$90,000	\$100,000	\$100,000
Miscellaneous Expenses	\$17,155	\$15,000	\$17,000	\$22,500	\$22,500
Total Pumping Expense	\$267,485	\$258,800	\$260,500	\$287,500	\$287,500
Water Treatment Expenses					
O & M Supervision	\$29,399	\$36,000	\$31,000	\$40,000	\$40,000
Chemicals	\$466,895	\$520,000	\$550,000	\$575,000	\$575,000
Treatment Labor & Expenses	\$350,037	\$312,000	\$310,000	\$350,000	\$350,000
Miscellaneous Expenses	\$78,061	\$90,600	\$90,600	\$95,000	\$95,000
Commercial Dumpster	\$970	\$1,200	\$1,200	\$1,400	\$1,400
Total Water Treatment Exp.	\$925,362	\$959,800	\$982,800	\$1,061,400	\$1,061,400
Distribution Expenses					
O & M Supervision	\$15,300	\$26,500	\$10,000	\$26,500	\$26,500
Storage Facility Expenses	\$6,360	\$10,800	\$7,000	\$10,800	\$10,800
Water Main Expenses	\$133,511	\$105,000	\$105,000	\$115,500	\$115,500
Meter Expenses	\$36,931	\$110,000	\$476,000	\$20,000	\$20,000
Customer Installation	\$31,955	\$38,000	\$32,000	\$38,000	\$38,000
Miscellaneous Expenses	\$83,225	\$77,000	\$77,000	\$85,000	\$85,000
Total Distribution Expenses	\$307,282	\$367,300	\$707,000	\$295,800	\$295,800
Customer Accounts Expenses					
Supervision	\$14,098	\$25,500	\$15,000	\$25,500	\$25,500
Meter Reading	\$9,363	\$24,500	\$14,000	\$24,500	\$24,500
Customer Records & Collection	\$163,246	\$107,100	\$127,000	\$128,500	\$128,500
Uncollectible Accounts	\$3,453	\$3,000	\$2,000	\$3,000	\$3,000
Total Customer Expenses	\$190,160	\$160,100	\$158,000	\$181,500	\$181,500
Total Operations Expenses	\$1,693,071	\$1,751,000	\$2,113,300	\$1,831,700	\$1,831,700

**CITY OF NEENAH
2024 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Anthony Mach

Expenses	2022 Actual	2023 Budget	2023 Estimate	2024 Request	2024 Proposed
Admin & General Expenses					
Admin & General Salaries	\$222,714	\$216,000	\$216,000	\$260,000	\$260,000
Office Supplies & Expenses	\$4,544	\$8,000	\$8,000	\$8,800	\$8,800
Outside Services	\$4,169	\$100,000	\$10,000	\$100,000	\$100,000
Auditing Services	\$15,594	\$14,500	\$14,500	\$16,000	\$16,000
Property Insurance	\$29,005	\$33,000	\$30,280	\$32,000	\$32,000
Liability Insurance	\$36,374	\$44,000	\$37,000	\$44,000	\$44,000
Rent	\$11,220	\$11,700	\$11,800	\$12,300	\$12,300
Pensions & Benefits/OPEB	\$387,307	\$415,000	\$390,000	\$415,000	\$415,000
Miscellaneous Expenses	\$19,576	\$30,900	\$30,900	\$37,000	\$37,000
Special Reserves & Escrow	\$0	\$48,740	\$0	\$35,470	\$35,470
Regulatory Commission	\$0	\$0	\$10,000	\$0	\$0
Total Admin & Gen. Expenses	\$730,503	\$921,840	\$758,480	\$960,570	\$960,570
Total Maintenance Expenses	\$1,029,691	\$1,687,900	\$1,177,000	\$1,265,400	\$1,265,400
Total Operations Expenses	\$1,693,071	\$1,751,000	\$2,113,300	\$1,831,700	\$1,831,700
Depreciation	\$1,448,164	\$1,600,000	\$1,650,000	\$1,650,000	\$1,650,000
Tax Expense					
PILOT	\$971,373	\$1,005,450	\$1,005,450	\$1,158,150	\$1,158,150
PSC Remainder Assessment	\$7,973	\$11,500	\$11,500	\$12,600	\$12,600
Payroll Tax	\$73,061	\$82,000	\$75,000	\$82,000	\$82,000
DNR Lake Withdrawal Fees	\$6,026	\$6,300	\$6,100	\$6,700	\$6,700
Transportation Fee	\$667	\$790	\$670	\$1,180	\$1,180
Total Tax Expense	\$1,059,100	\$1,106,040	\$1,098,720	\$1,260,630	\$1,260,630
Total Operating Expenses	\$5,960,529	\$7,066,780	\$6,797,500	\$6,968,300	\$6,968,300
Non-Operating Expenses					
Interest on Long-term Debt	\$116,925	\$77,020	\$126,110	\$90,090	\$90,090
Amortization on Long-term Debt	\$0	\$0	\$0	\$0	\$0
Other Income Deductions	\$151,866	\$150,000	\$150,000	\$155,000	\$155,000
Borrowing Expense (Refunding)	\$0	\$0	\$0	\$0	\$0
Revenue Bond Retirement	\$2,198,470	\$2,249,260	\$2,249,260	\$1,718,410	\$1,718,410
Total Non-Operating Expenses	\$2,467,261	\$2,476,280	\$2,525,370	\$1,963,500	\$1,963,500
Total Expenses	\$8,427,790	\$9,543,060	\$9,322,870	\$8,931,800	\$8,931,800

**CITY OF NEENAH
2024 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

Department/Office: Water	Budget: Water Utility
Program: Enterprise Funds	Submitted by: Anthony Mach

Neenah Water Utility Operating Budget Summary

Category	2022 Actual	2023 Budget	2023 Estimate	2024 Request	2024 Proposed
Total Sales of Water	\$8,042,507	\$7,796,500	\$7,830,500	\$7,837,800	\$7,837,800
Total Other Revenues	\$610,025	\$346,120	\$755,820	\$537,720	\$537,720
Borrowed For Operations	\$0	\$0	\$0	\$0	\$0
Total Sales and Other Revenues	\$8,652,532	\$8,142,620	\$8,586,320	\$8,375,520	\$8,375,520
Depreciation	\$1,448,164	\$1,600,000	\$1,650,000	\$1,650,000	\$1,650,000
Admin and General Expenses	\$730,503	\$921,840	\$758,480	\$960,570	\$960,570
Maintenance Expenses	\$1,029,691	\$1,687,900	\$1,177,000	\$1,265,400	\$1,265,400
Operation Expenses	\$1,693,071	\$1,751,000	\$2,113,300	\$1,831,700	\$1,831,700
Tax Expense	\$1,059,100	\$1,106,040	\$1,098,720	\$1,260,630	\$1,260,630
Total Operating Expenses	\$4,512,365	\$5,466,780	\$5,147,500	\$5,318,300	\$5,318,300
Total Non-Operating Expenses	\$2,467,261	\$2,476,280	\$2,525,370	\$1,963,500	\$1,963,500
Total Expenses	\$8,427,790	\$9,543,060	\$9,322,870	\$8,931,800	\$8,931,800
Other Funds Available					
Revenue Bond	\$0	\$0	\$0	\$0	\$0
Assessments	\$0	\$0	\$0	\$0	\$0
Total Other Funds Available	\$0	\$0	\$0	\$0	\$0
Other Expenses					
Utility Funded CIP Not Included Above	\$1,927,600	\$3,882,000	\$3,882,000	\$2,708,000	\$2,708,000
Projects Paid By Revenue Bond	\$0	\$0	\$0	\$0	\$0
Total Other Expenses	\$1,927,600	\$3,882,000	\$3,882,000	\$2,708,000	\$2,708,000

**CITY OF NEENAH
REQUEST FOR 2024 OPERATING
BUDGET SUPPLEMENTARY DETAIL
SHEET FOR STAFFING AND SALARIES**

Department/Office: Water Utilities
Program: Enterprise Fund

POSITION TITLE	STAFFING			
	Current Budget		Requested Budget	
	Grade/Monthly		Grade/Monthly	
	Sal./Hr. Rate	No.	Sal./Hr. Rate	No.
FULL TIME				
Director of Water Utilities	18	1.00	18	1.00
Water Distribution Mgr.	13	1.00	13	1.00
Water Treatment Manager	13	1.00	13	1.00
Distribution Maint. Tech II	10	1.00	10	1.00
Plant Electrical Technician	10	1.00	10	1.00
Plant Operators & Relief	10	6.00	10	6.00
Plant Mechanical Technician	8	1.00	8	1.00
Distribution Maint. Tech I	8	5.00	8	5.00
Subtotal		17.00		17.00
PART-TIME				
Administrative Assistant (1033 Hrs)	7	0.53	7	0.53
TOTAL	XXX	17.53	XXX	17.53

CITY OF NEENAH
2024 CAPITAL PROJECTS BUDGET
DETAIL PROJECT SCHEDULE - WATER UTILITY

PROJECT DESCRIPTION AND PLAN COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2024 WATER UTILITY</u>			
<i>Distribution System-Replacements</i>			
<i>All items are funded through Utility revenues unless otherwise noted.</i>			
<u>Distribution system - Replacements</u>			
1. Quarry Lane (Higgins - Reed) 2,000' of 8" at \$150/ft., 47 lead services, 16 main leaks, 10 service leaks.	\$ 315,000	\$ 315,000	
2. E. Doty Avenue (S. Commercial - Pine) 2,850' of 12" at \$165/ft., 44 lead services, 3 main leaks, 22 service leaks.	494,000	494,000	
3. Stevens Street (Winnebago Heights - Belmont) 1510' of 8" at \$150/ft., 27 lead services, 10 main leaks, 10 service leaks.	238,000	238,000	
4. Cedar Street (Winnebago Heights - Laudan) 600' of 8" at \$150/ft. and Laudan - Doty) 1800' of 16" at \$200/ft., abandon 6" (Fairview - Congress Pl.), 27 lead services, 6 main leaks, 2 service leaks.	473,000	473,000	
5. Belmont Avenue (Stevens - Belmont Ct.) 370' of 8" at \$150/ft., 7 lead services.	59,000	59,000	
6. Belmont Court - 600' of 8" at \$150/ft., 8 lead services, 2 main leaks. Undersized water main.	95,000	95,000	
7. S. Commercial Street Sludge Line (Division - Douglas Park) 500' of 10" at \$120/ft.	63,000	63,000	
8. S. Commercial Street Corridor Stubs (Alcott, Byrd, W. Peckham, Professional Plaza) 200' of 8" at \$180/ft and 120' of 12" at \$200/ft.	63,000	63,000	
9. Bayview Road (S. Park - Bayview Ln) 1,300 of 8" at \$150/ft.	205,000	205,000	
10. S. Park Avenue (Easement) 2,200' of 8" at \$150/ft., 13 lead services, 1 main leak, 1 service leak.	347,000	347,000	
11. Reed Street (Haylett - Cecil St) 150' of 8" at \$60/ft.	10,000	10,000	
Total 2024 Distribution system - Replacements	\$ 2,362,000	\$ 2,362,000	

CITY OF NEENAH
2024 CAPITAL PROJECTS BUDGET
DETAIL PROJECT SCHEDULE - WATER UTILITY

PROJECT DESCRIPTION AND PLAN COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>Distribution system - New Mainline Extensions</u>			
1. CTH G (Towerview - 590' East) 590' of 12" at \$170/ft.	\$ 106,000	\$ 106,000	
<i>Total 2024 Distribution system - New Mainline Extensions</i>	\$ 106,000	\$ 106,000	
TOTAL 2024 DISTRIBUTION SYSTEMS	\$ 2,468,000	\$ 2,468,000	
<u>Plant, Metering and Equipment</u>			
1. Commercial meter replacement. Regular meter replacement program.	\$ 110,000	\$ 110,000	
2. Miscellaneous tools and equipment.	20,000	20,000	
3. Technology upgrade.	10,000	10,000	
4. Miscellaneous consulting fees.	20,000	20,000	
5. Miscellaneous Plant contingency.	50,000	50,000	
6. Rebuild (1) Finished Water Pump.	25,000	25,000	
7. Rebuild (1) Intermediate Pump.	25,000	25,000	
8. Rebuild (1) Raw Water Pump.	12,000	12,000	
9. Replace 2014 Pickup Truck. Vehicles are on a 10-year replacement cycle.	35,000	35,000	
10. Update leak detection equipment.	60,000	60,000	
11. Upgrade water meter testing system.	60,000	60,000	
12. Rip-rap shoreline.	90,000	90,000	
13. Replace shoreline fence.	25,000	25,000	
14. Repave north driveway.	15,000	15,000	
TOTAL 2024 PLANT, METERING AND EQUIPMENT	\$ 557,000	\$ 557,000	
TOTAL 2024 WATER UTILITY	\$ 3,025,000	\$ 3,025,000	



Neenah Water Utility

211 Walnut St. PO Box 426 Neenah, WI 54957-0426

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Anthony L. Mach

Director of Neenah Water Utility

MEMORANDUM

DATE: December 11, 2023

TO: Neenah Waterworks Commission

FROM: Anthony L. Mach

RE: Request to Carry Over Unfinished Capital Projects from 2023

Staff require additional time to complete the replacement of the Carbon Dioxide Storage Tank and Fox River Crossing projects. We would like to carry these projects over to 2024.

Staff recommends approval to carry over the Carbon Dioxide Storage Tank and Fox River Crossing Projects to 2024.



Neenah Water Utility

211 Walnut St. PO Box 426 Neenah, WI 54957-0426

Office: (920) 886-6182 Cell: (920) 858-6300

Email: amach@ci.neenah.wi.us

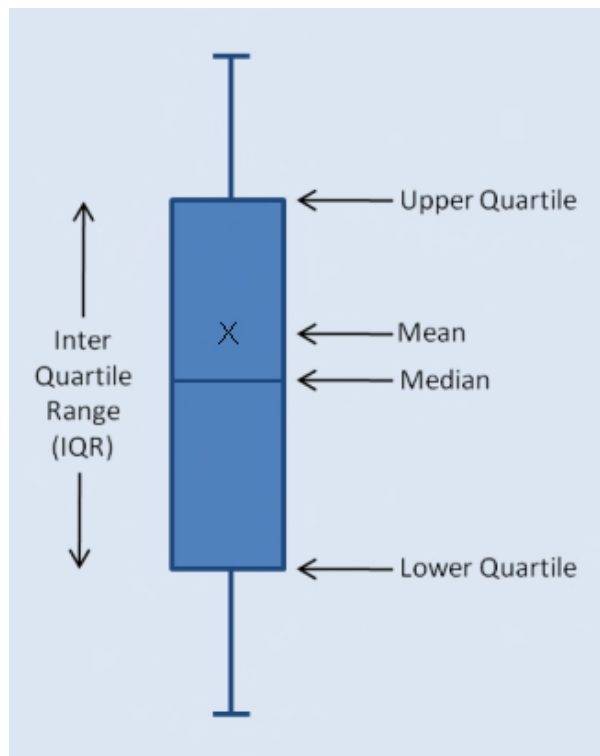
Anthony L. Mach

Director of Neenah Water Utility

MEMORANDUM

DATE: December 11, 2023
TO: Neenah Waterworks Commission
FROM: Anthony L. Mach
RE: Review of Water Utility Salary Study

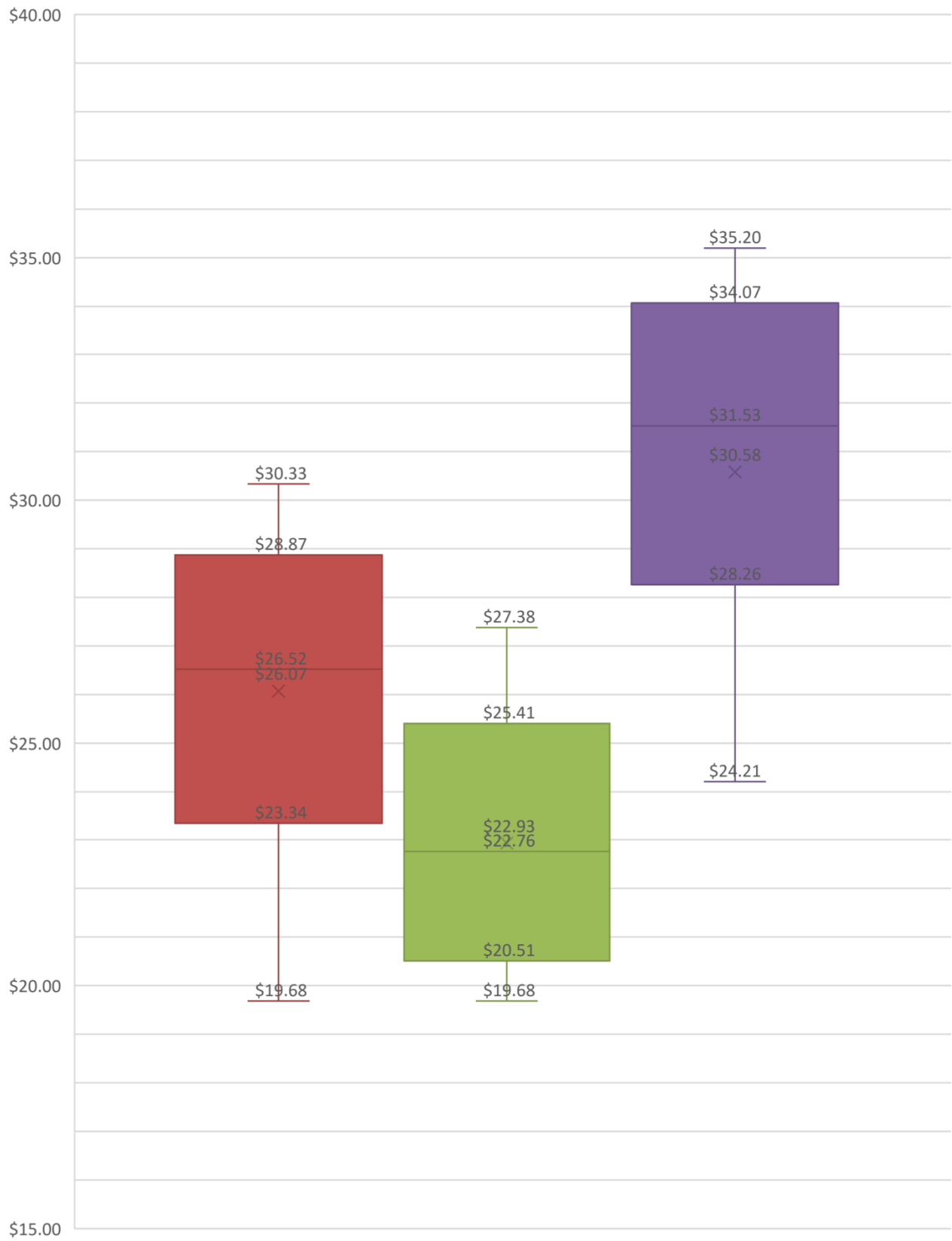
Staff requested recent salary data from neighboring water utilities in order to perform a salary study. There were thirteen respondents, including ourselves. Staff reviewed position descriptions (when available) to develop a list of standardized positions. These positions were defined in terms which are most equivalent to our current positions. Pay ranges were then tabulated and analyzed. The most appropriate method of determining ranges was to use a Box and Whisker Plot. This type of analysis places data into quartiles. Data from all quartiles is displayed in the plot, but the most critical data lies within the center 50th percentile (quartiles 2 and 3). The below figure details the explanation of what each element of the plot signifies.



Staff are requesting no Commission action at this time.

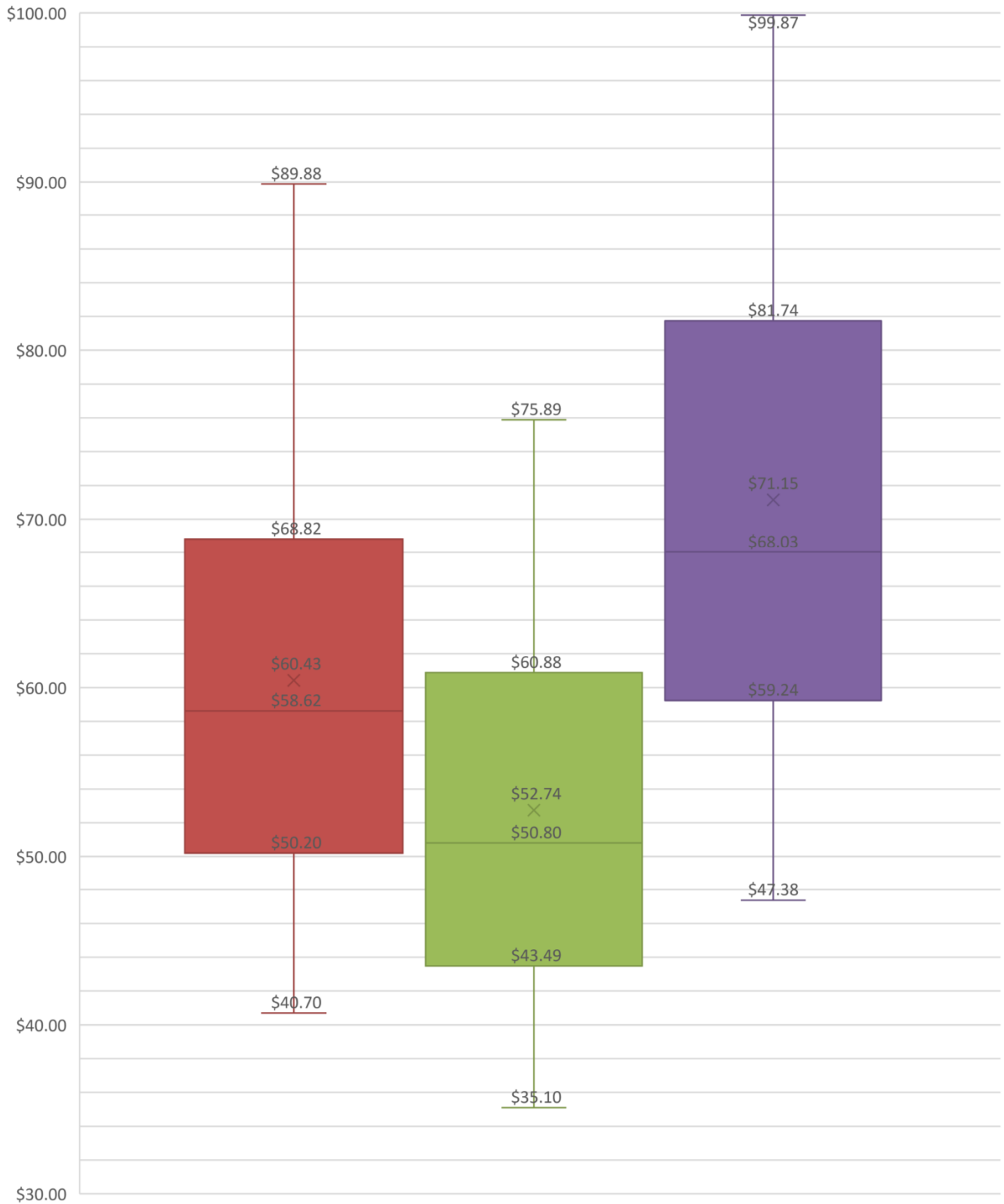
Administrative Assistant / Support Specialist

2023 Hourly Rate Hourly Range Low Hourly Range High



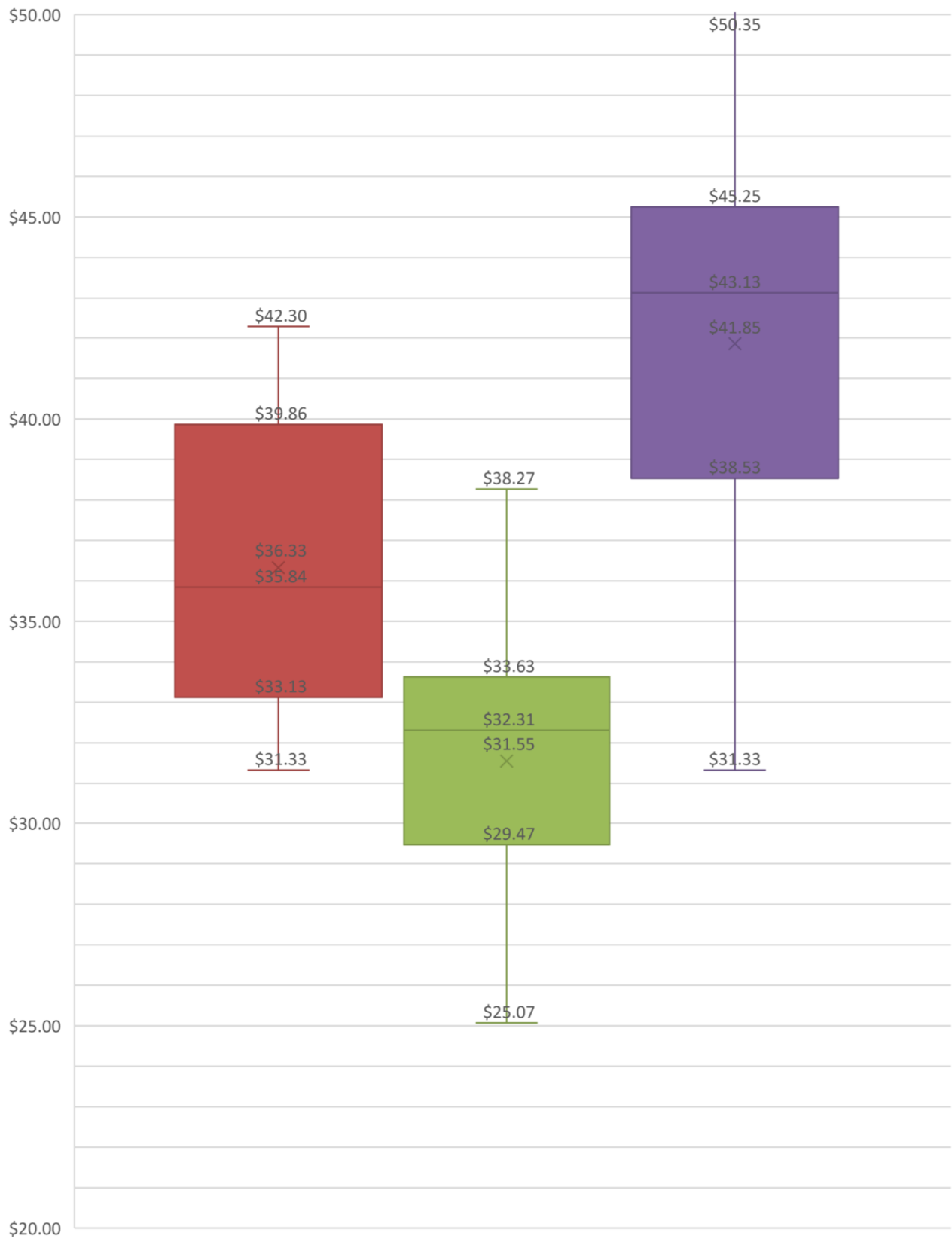
Director / Operations Manager

■ 2023 Hourly Rate ■ Hourly Range Low ■ Hourly Range High



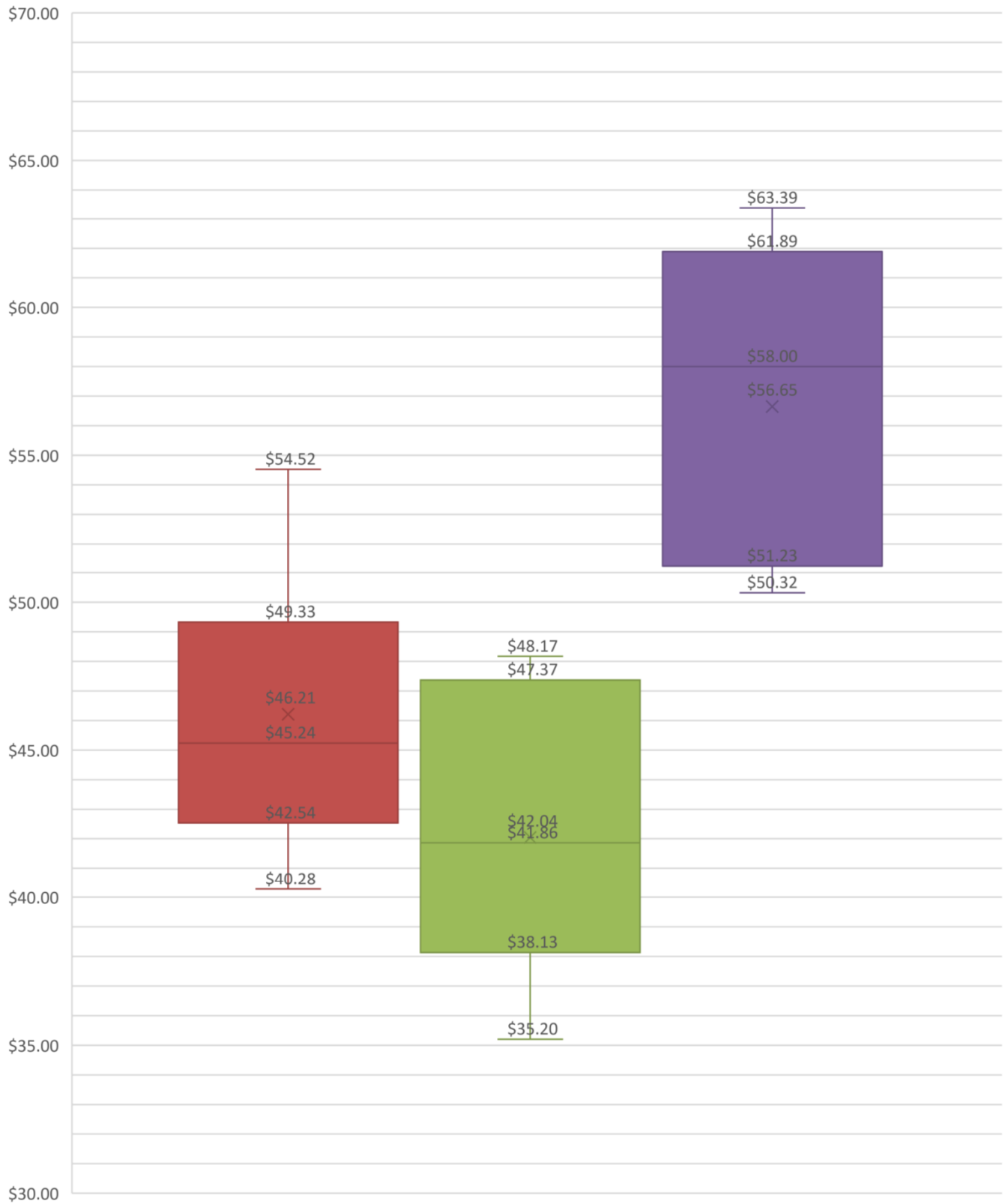
Distribution Foreman

2023 Hourly Rate Hourly Range Low Hourly Range High



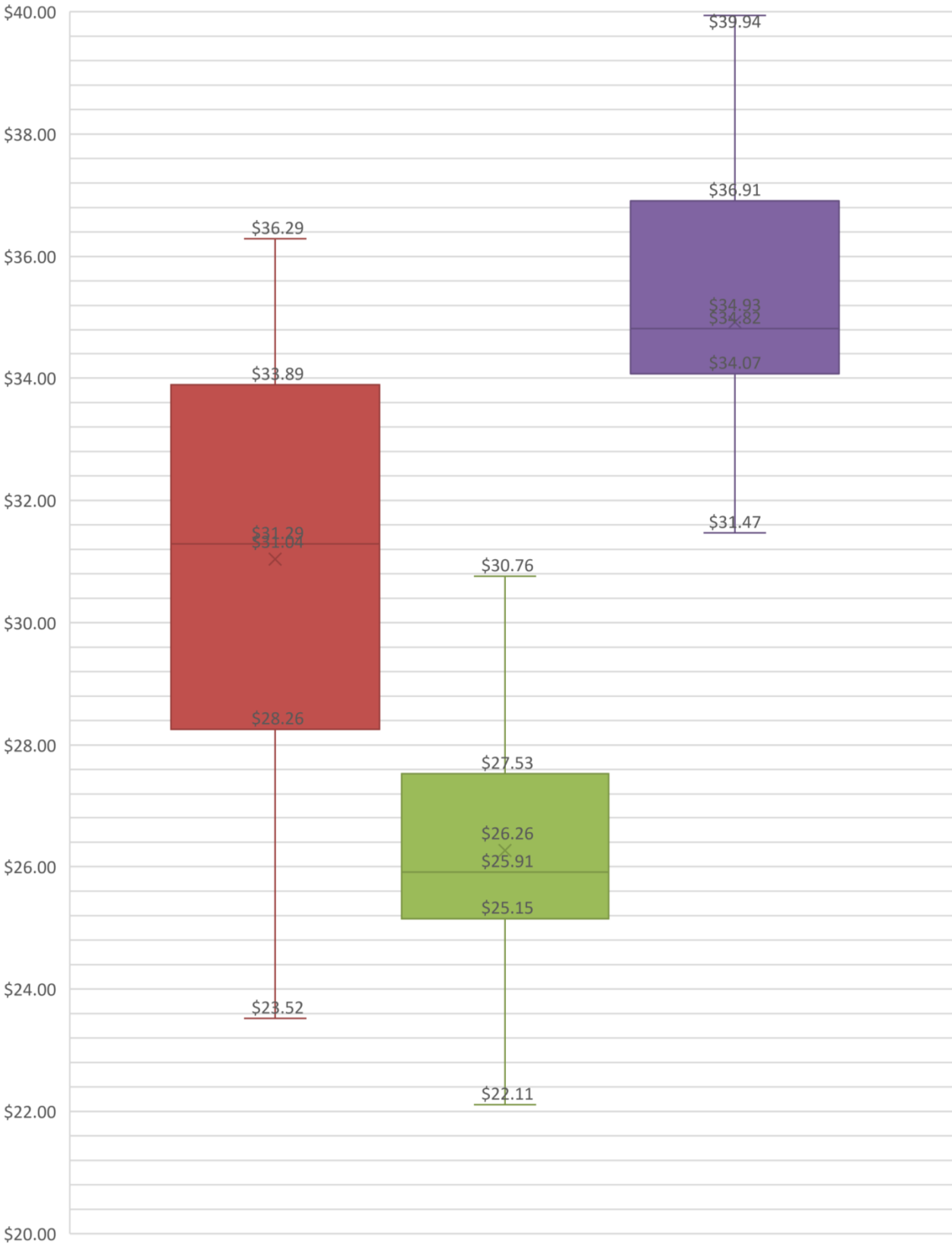
Distribution Manager

■ 2023 Hourly Rate ■ Hourly Range Low ■ Hourly Range High



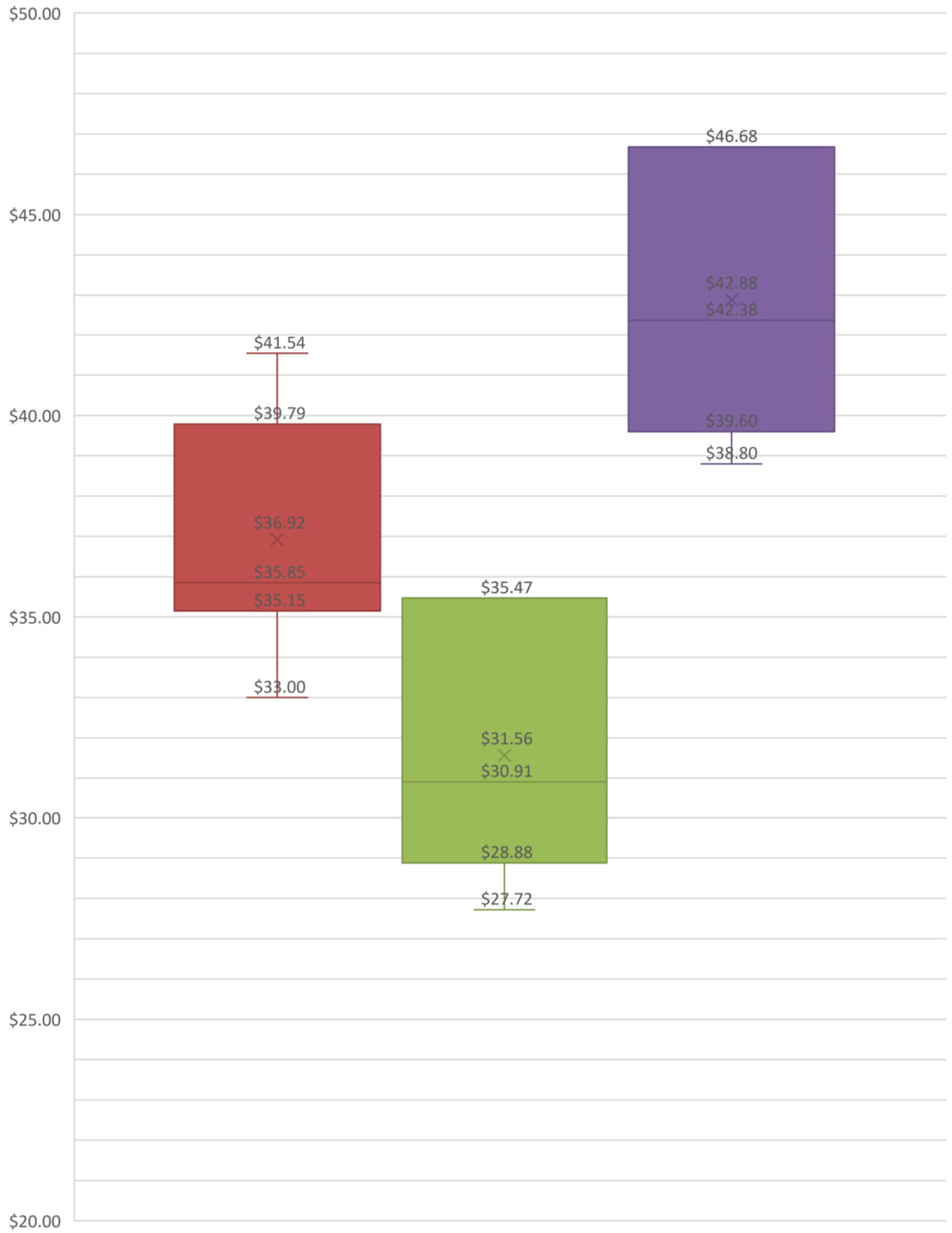
Distribution Tech

2023 Hourly Rate Hourly Range Low Hourly Range High



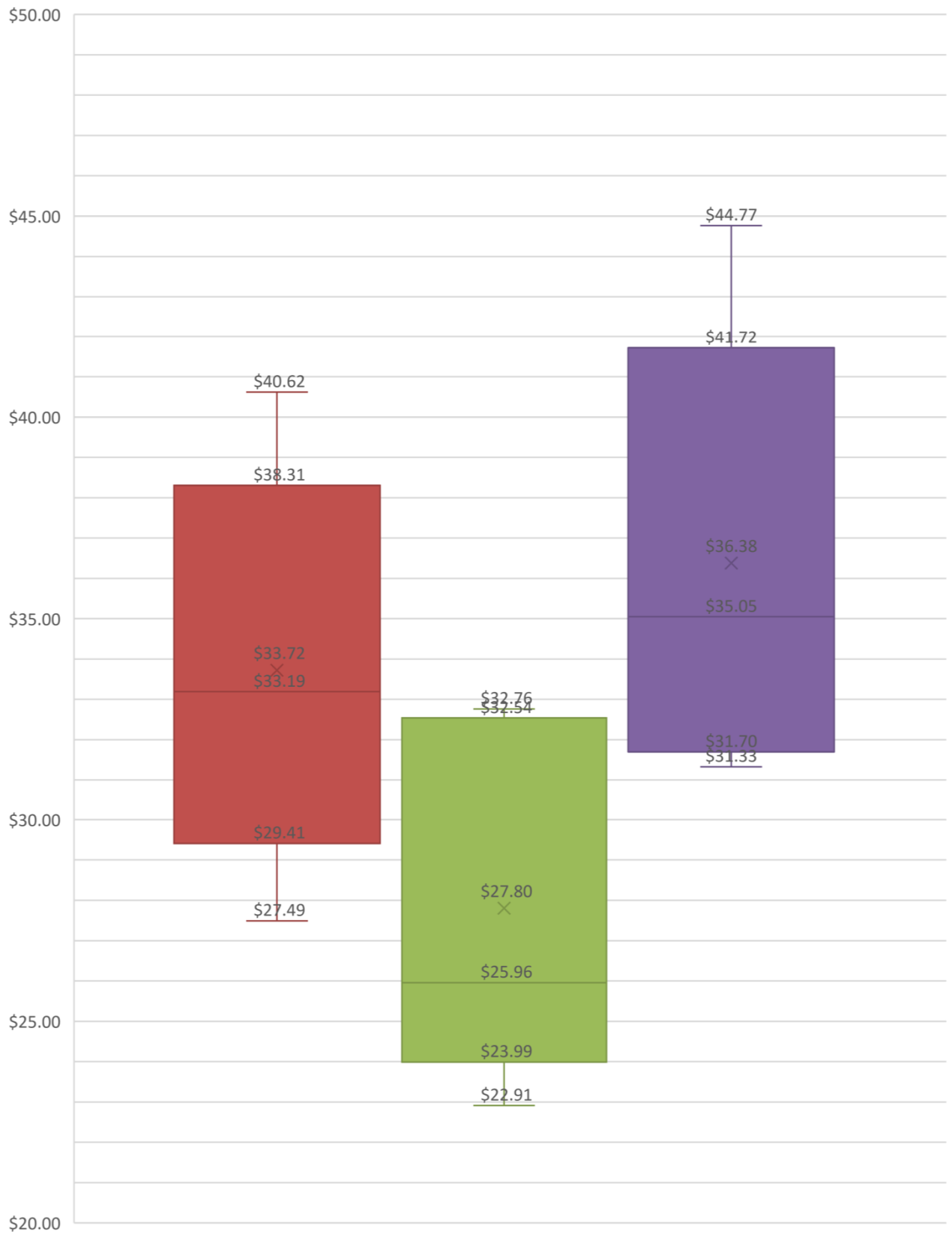
Electrical / Instrument Tech

2023 Hourly Rate Hourly Range Low Hourly Range High



Lead Plant Operator

2023 Hourly Rate Hourly Range Low Hourly Range High



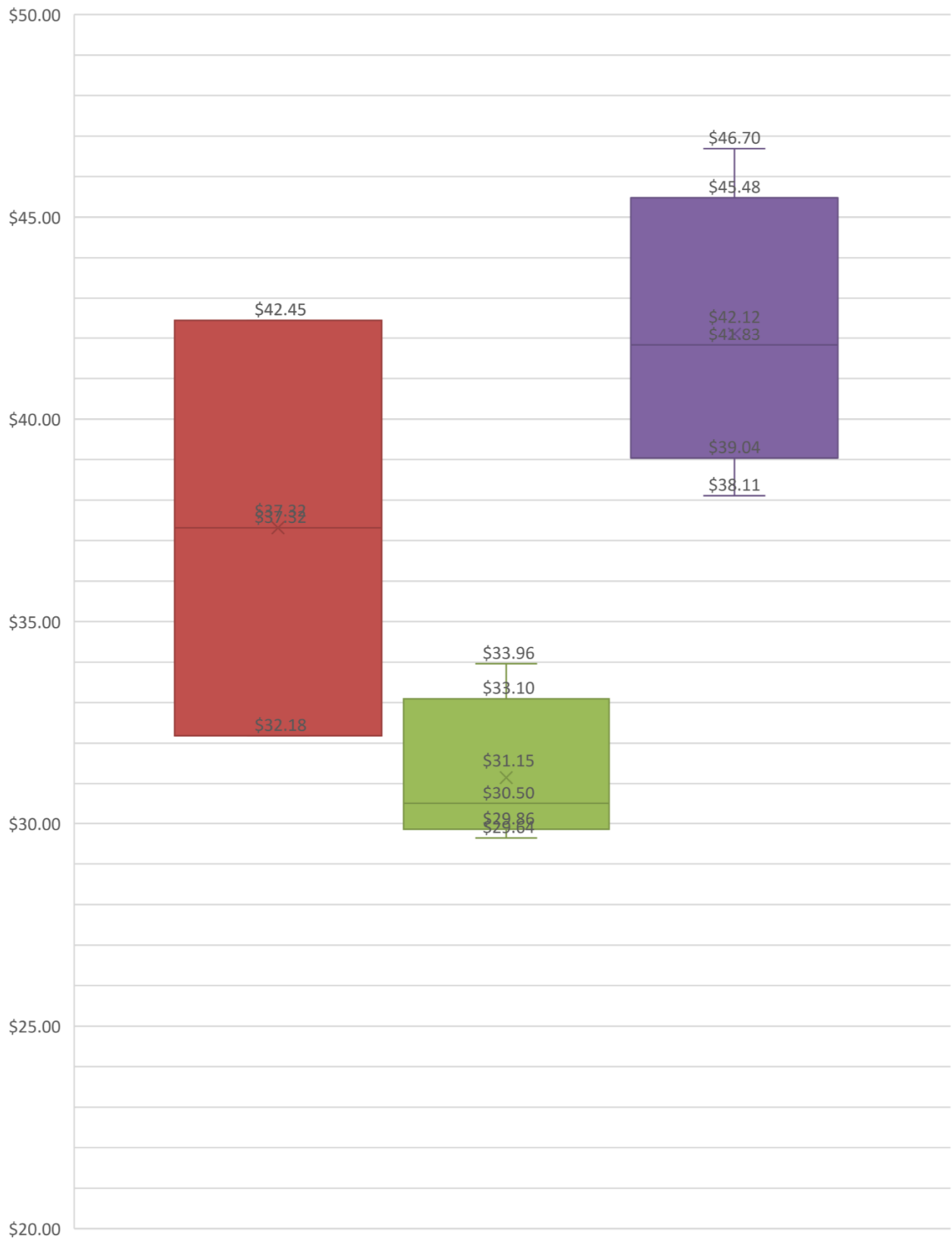
Plant Operator

2023 Hourly Rate Hourly Range Low Hourly Range High



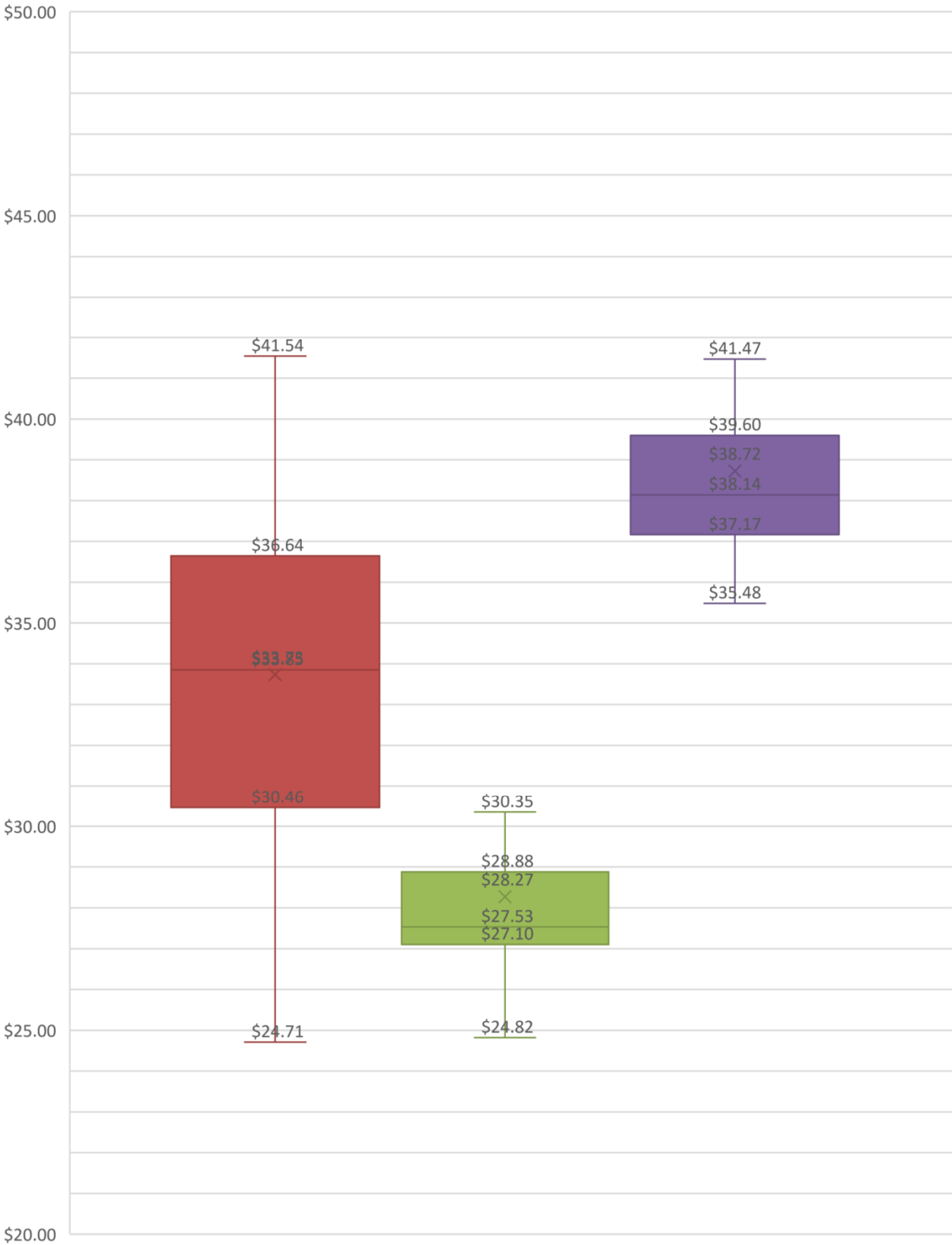
Plant Foreman

2023 Hourly Rate Hourly Range Low Hourly Range High



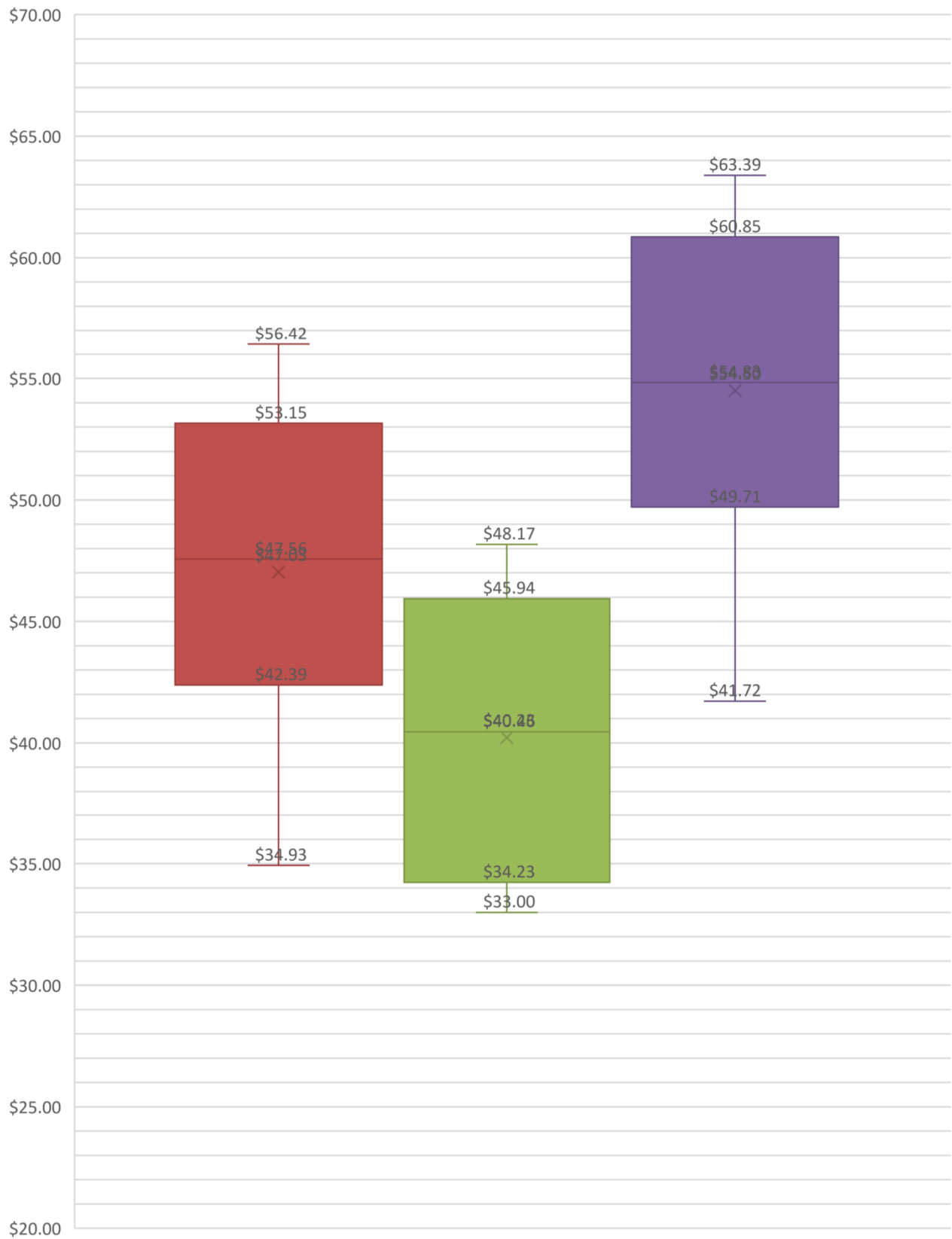
Plant Mechanic

2023 Hourly Rate Hourly Range Low Hourly Range High



Plant Manager

2023 Hourly Rate Hourly Range Low Hourly Range High



**Director's Report
December 18, 2023**

1. Water Loss Report.
2. Plant update.
3. Booster Station update.
4. Solar installation update.
5. The next regular Waterworks Commission meeting is scheduled for Monday, January 15, 2024.

**NEENAH WATER UTILITY
PRODUCTION/UNBILLED WATER REPORT**

**THREE MONTH TOTALS
(1000 GALLONS)**

USAGE PERIOD	RAW WATER	FINISHED WATER	BILLED WATER	WATER LOSS ACCOUNTED	WATER LOSS UNACCOUNTED	% WATER LOSS UNACCOUNTED
CURRENT THREE MONTHS (August, September, October)	321,910	313,140	282,189	20,334	10,617	3.39%
MOST RECENT THREE MONTHS (July, August, September)	343,710	333,760	286,329	19,514	27,917	8.36%
1 YEAR AGO (August, September, October)	314,750	305,840	260,270	17,945	27,625	9.03%

NOTES:

Raw water is the total amount of raw water withdrawn from Lake Winnebago / Fox River during the indicated period.

Finished water is the total amount of water entering the distribution system during the indicated period

Billed water is the total usage during the indicated period.

Water loss accounted includes internal plant usage, estimated loss from known main breaks and service leaks, and hydrant flushing.

Water loss unaccounted is calculated by subtracting the billed water and water loss accounted from the finished water.

**DAILY AVERAGE
(MGD)**

USAGE PERIOD	RAW WATER	FINISHED WATER
Oct, 2023	3.27	3.16
Sep, 2023	3.44	3.36
Oct, 2022	3.23	3.11

Neenah Water Utility - Industrial Tower Solar Array

Full Months in Operation	Dates			Usage (kWh)			Solar Array Output (kWh)			Generation (kWh) [\$0.15376/kWh Usage + \$0.0462/kWh Excess Gen. - Meter Fee]	
	From	To	Days	In Reading	Out Reading	Usage	In Reading	Out Reading	Generation	Net Usage (Generation)	Estimated Net Savings + Surplus
1	12/13/2021	12/22/2021	8	65710	66027	317	0	111	111	206	\$ 14.19
	12/22/2021	1/24/2022	33	66027	67607	1580	111	730	619	961	\$ 79.83
2	1/24/2022	2/23/2022	30	67607	69322	1715	730	1427	697	1018	\$ 90.32
3	2/23/2022	3/24/2022	29	69322	70886	1564	1427	2424	997	567	\$ 130.02
4	3/24/2022	4/23/2022	30	70886	72295	1409	2424	3328	904	505	\$ 117.67
5	4/23/2022	5/24/2022	31	72295	73281	986	3328	4576	1248	(262)	\$ 139.57
6	5/24/2022	6/24/2022	31	73281	73902	621	4576	5941	1365	(744)	\$ 111.80
7	6/24/2022	7/23/2022	29	73902	74477	575	5941	7226	1285	(710)	\$ 104.39
8	7/23/2022	8/23/2022	31	74477	75079	602	7226	8545	1319	(717)	\$ 108.14
9	8/23/2022	9/22/2022	30	75079	75663	584	8545	9704	1159	(575)	\$ 99.79
10	9/22/2022	10/22/2022	30	75663	75869	206	9704	10689	985	(779)	\$ 58.50
11	10/22/2022	11/23/2022	32	75869	76854	985	10689	11506	817	168	\$ 106.05
12	11/23/2022	12/23/2022	30	76854	78267	1413	11506	11877	371	1042	\$ 47.24
13	12/23/2022	1/25/2023	33	78267	79918	1651	11877	12203	326	1325	\$ 48.16
14	1/25/2023	2/22/2023	28	79918	81361	1443	12203	12924	721	722	\$ 109.19
15	2/22/2023	3/23/2023	29	81361	82835	1474	12924	13752	828	646	\$ 125.59
16	3/23/2023	4/22/2023	30	82835	84109	1274	13752	14960	1208	66	\$ 183.96
17	4/22/2023	5/24/2023	32	84109	85162	1053	14960	16144	1184	(131)	\$ 166.09
18	5/24/2023	6/23/2023	30	85162	85772	610	16144	17584	1440	(830)	\$ 130.54
19	6/23/2023	7/22/2023	29	85772	86338	566	17584	18908	1324	(758)	\$ 120.49
20	7/22/2023	8/24/2023	33	86338	86982	644	18908	20427	1519	(875)	\$ 137.68
21	8/24/2023	9/22/2023	29	86982	87559	577	20427	21529	1102	(525)	\$ 111.36
22	9/22/2023	10/20/2023	28	87559	88145	586	21529	22275	746	(160)	\$ 95.86
23	10/20/2023	11/21/2023	32	88145	88900	755	22275	23003	728	27	\$ 110.03
						23190			23003	187	\$ 2,546.46

Number of Full Months in Operation **23**
 Cost of System (Less Incentives) **\$ 10,183.00**
 Projected Payback (Years) **7.66**