

AGENDA

REGULAR WATER COMMISSION MEETING AND STORM WATER CITIZEN ADVISORY BOARD MEETING

Monday, December 16, 2024

4:30 P.M.

**Hauser Room – City Hall
211 Walnut St., Neenah, WI 54956**

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 18, 2024 (Attachment)
2. Approve the Invoices for November 2024 (Attachment)
3. Appearances
4. Old Business/New Business
 - A. Salary Plan Update
 - B. Discussion and Possible Action to Create an Employee Recognition and Retention Program (Attachment)
 - C. Award Chemical Bids for 2025 (Attachment)
 - D. Award Bid for Dump Truck (Attachment)
 - E. Approve Final 2025 Budget and CIP
 - F. Director's Report (Attachment)
 - G. Any Other Business That May Legally Come Before the Commission

*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 18, 2024
Hauser Room – City Hall, 211 Walnut Street, Neenah, WI

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

Also Present: Public Works Engineer Kummerow, Alderman Pollnow, and Mr. Frank Cuthbert

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

Approve Regular Meeting Minutes for October 21, 2024 – Following discussion, **M.S.C. Hemes/Bauman to approve the October 21, 2024 Regular Meeting Minutes**. All voting aye.

Approve the Invoices for October 2024 – Commissioners asked about the tax refund from MTC Pro and the overpaid final account for Glorie Dei Lutheran Church. Director Mach explained that the CMMS vendor charged tax for the service and staff requested a refund of this amount. Director Mach did not know why this overpaid account amount was so high, but he would investigate it and report back.

Following discussion, **M.S.C. Schmeichel/Steiner to approve the October 2024 invoices**. All voting aye.

Appearances – None.

Old Business/New Business

Storm Water Report – Public Works Engineer Kummerow provided an update on the Douglas Pond and the Harrison Pond. Bids were opened for the construction of the Douglas Pond and work started on November 11th. Final grading work needs to be completed at the Harrison Pond. The pumps have been troublesome, and staff are trying to work with the vendor to get these issues resolved.

Request to Reimburse the Developer for the Cost to Oversize Water Mains and Valves in the 4th Addition to Homes at Freedom Meadows – Director Mach presented a memo detailing the request to oversize the mains on Liberty Avenue and Freeman Drive in the 4th Addition to the Homes at Freedom Meadows. The purpose of this request is to ensure that future developments to the north and west will have adequate supply from the Booster Station. Furthermore, any oversizing reimbursement will be less any inspection fees due from the projects.

Following discussion, **M.S.C. Hemes/Bauman to reimburse the Developer the costs to oversize the water main in the 4th Addition to Homes at Freedom Meadows at a cost not to exceed \$28,000.00**. All voting aye.

Discussion on Offering Financing for Lead Service Line Replacements – Director Mach requested a no-action item to allow for time to discuss options for assisting with private lead service line replacements. One possible option is the Houses to Homes Program managed by Community Development and another option is to have the Water Utility provide a loan program. The PSC had no objection to this program, but did warn that any administrative costs would need to be absorbed by the Utility. Director Mach will continue conversations with Community Development staff and update the Commission at the next meeting.

Waterworks Commission and Storm Water Citizens Advisory Board Regular Meeting Minutes
November 18, 2024
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Director's Report –

1. Water Loss Report – Staff are continuing leak detection efforts when time allows.
2. The following items were approved at the October 17, 2024 Board of Public Works meeting:
 - Pay Request No. 6, Contract 3-24, Sanitary & Storm Sewer and Laterals, Water Main and Street Construction, on Bayview Road, Quarry Lane, and Reed Street, to Don Hietpas & Sons, Inc., in the amount of \$2,047.50 for the Commercial Street crossings.
 - Pay Request No. 4, Contract 7-24, Concrete Pavement and Sidewalk Repairs, to Jim Fischer, Inc., in the amount of \$2,422.87 for Services and \$3,281.42 for Mains.
 - Pay Request No. 1, Contract 2-24W Booster Station Contract B - Process, Mechanical, Electrical and Plumbing Construction, to Sabel Mechanical LLC., in the amount of \$184,801.88.
 - Change Order No. 2, Contract 1-24W, Removal and Replacement of Carbon Dioxide Tank and Related Appurtenances, to Rohde Brothers Inc., in the amount of \$16,684.00.
3. Booster Station update – The generator will be delivered this week. Several items have been completed since the last meeting.
4. AMI update – The system is functioning well, and staff are replacing endpoints at a rapid pace.
5. Solar installation update – The array is functioning well.
6. Pursuant to EPA and DNR requirements, the Water Utility mailed letters to all customers where the property has a lead service, in part or in whole.
7. Staff completed an online database and GIS application which show properties that are served by a lead service (in part or in whole).
8. The next regular Waterworks Commission meeting is scheduled for Monday, December 16, 2024.

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

There being no further business, the meeting was adjourned by President Schmeichel at 5:04 p.m.

Respectfully submitted,



Anthony L. Mach
Director, Neenah Water Utility

WATER UTILITY CASH ACTIVITY
November 2024

Cash Balance Nov 1, 2024		\$2,650,171
Cash Receipts		
Water Collection Receipts	875,297	
Other Water Receipts	<u>13,333</u>	
		<u>888,630</u>
Cash Distributions		
Check Register	254,724	
WE Energies	20,552	
Disbursements to the City	<u>153,010</u>	
		<u>428,286</u>
Cash Balance Nov 30, 2024		<u><u>3,110,515</u></u>

NOV DISBURSEMENTS TO THE CITY

Payroll	103,424
Payroll Benefits	43,969
Vehicle Fuel & Fluids	1,029
Vehicle Maintenance	748
Postage	235
IS Services	3,458
GIS Services	147
Total Disbursements to the City	<u><u>153,010</u></u>

REPLACEMENT FUND RESERVES AS OF NOV 2024

Sludge Lagoon	\$1,728,413
Vehicles	209,635
Painting Hydrants	71,500
GAC Media Replacement	530,000
Pump Rehab	156,000
Meters/Endpoints	633,440
Boiler Replacement	<u>25,000</u>
Total Replacement Fund Reserves	<u><u>\$3,353,988</u></u>

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description
11/29/2024	2243	U S BANK	11-13-24	57.89	UNITED STATES PLASTIC COR	TUBE FITTINGS	Water
11/27/2024	2247	DONALD HIETPAS & SONS INC	10-02-24	7,078.72	16" WATER MAIN BREAK ON	EASEMENT	Water
11/29/2024	2243	U S BANK	11-13-24	98.03	FERGUSON ENT	429645/MAIN PARTS	Water
11/29/2024	2284	U S BANK	11-25-24	175.00	FERGUSON WTRWRKS #1476	0431313/TURBO METER TEST	Water
11/29/2024	2243	U S BANK	11-13-24	476.85	BADGER METER INC	80176690/OCT READS	Water
11/29/2024	2243	U S BANK	11-13-24	740.56	NORTHERN LAKE SERVICE-IN	LAB TESTS	Water
11/29/2024	2243	U S BANK	11-13-24	348.61	FERGUSON ENT	429637/MAIN WRENCH & MAIN	Water
11/29/2024	2284	U S BANK	11-25-24	62.50	WAL-MART #2986	BLEACH/PENS/CLNR/SUPPLIES	Water
11/29/2024	2243	U S BANK	11-13-24	5,010.03	HAWKINS INC	SODIUM PERMANGANATE	Water
11/29/2024	2243	U S BANK	11-13-24	226.20	SQ *RECYCLETHATSTUFF.COM	RECYCLE OLD REGISTERS	Water
11/29/2024	2284	U S BANK	11-25-24	138.00	MIDWEST METER - JACKSON	6" TURBO METER HEAD GASKE	Water
11/29/2024	2284	U S BANK	11-25-24	9.39	MORTON SAFETY, LLC	PPE RAIN SUIT	Water
11/29/2024	2244	U S BANK	11-25-24	279.40	U.S. CELLULAR	AIRTIME 9/22-10/21	Water
11/07/2024	59425	GRAEF	135191	116.81	GIS UPDATES THRU 9/28		Water
11/29/2024	2284	U S BANK	11-25-24	89.76	FASTENAL COMPANY 01WIAPP	STAINLESS SCREWS	Water
11/07/2024	59416	BERGSTROM AUTOMOTIVE	N24686	40,875.50	NEW TRUCK		Water
11/29/2024	2243	U S BANK	11-13-24	720.00	BADGER METER INC	80173723/LICENSE FEE THRU	Water
11/29/2024	2284	U S BANK	11-25-24	870.00	FERGUSON WTRWRKS #1476	0432012/HYDRANT CUT TO GR	Water
11/29/2024	2243	U S BANK	11-13-24	37.98	AMZN MKTP US*NE011VX3	BATTERIES	Water
11/29/2024	2284	U S BANK	11-25-24	25.95	OPC MSC*SERVICE FEE 024	FEE UTILITY MEMEBERSHIP	Water
11/29/2024	2243	U S BANK	11-13-24	78.73	AMAZON MKTPL*897JK71B3	BATTERIES	Water

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description
11/29/2024	2243	U S BANK	11-13-24	234.33	AMAZON MKTPL*897JK71B3	TOOLS/BULBS	Water
11/29/2024	2243	U S BANK	11-13-24	21.59	AMAZON MKTPL*9D6XN9RA3	WINDOW CLEANING TOOL	Water
11/29/2024	2243	U S BANK	11-13-24	46.75	4TE*CULLIGAN WATER CONDOT	LAB WATER	Water
11/29/2024	2243	U S BANK	11-13-24	492.55	BADGER METER INC	80173723/SEPT READS	Water
11/29/2024	2243	U S BANK	11-13-24	203.98	AMAZON MKTPL*TK39Y6PE3	WALL PACKS	Water
11/29/2024	2284	U S BANK	11-25-24	182.89	AMAZON MKTPL*RJ63W1LW3	SOAP/CLNG MATERIALS/TOOLS	Water
11/14/2024	2205	MICHELS	476926	2,067.48	BACKFILL AND COLD PATCH		Water
11/21/2024	59497	ZOUSKI INVESTMENT GROUP LLC	000041499	9.46	OVERPD FINAL ACCOUNT	000007948	Water
11/14/2024	2198	GRAYMONT WESTERN LIME INC	35231123RI	5,002.14	HYDRATED LIME		Water
11/07/2024	59436	ROLF, TAMMY	000023951	22.37	OVERPD FINAL ACCOUNT	000014150	Water
11/21/2024	59491	SABEL MECHANICAL LLC	2-24W PAY #2	98,701.91	PAY REQUEST #2 CONT 2-24W		Water
11/29/2024	2243	U S BANK	11-13-24	29.00	WI STATE HYGIENE LAB	LAB TEST	Water
11/27/2024	2250	GRAYMONT WESTERN LIME INC	35231750RI	4,670.60	HYDRATED LIME		Water
11/21/2024	2229	KRUEGER TRUE VALUE	162306	19.79	VENT CAP		Water
11/14/2024	59457	QUARLES & BRADY LLP	6800954	900.00	REDEMPTION 2017 BONDS		Water
11/29/2024	2244	U S BANK	11-25-24	201.12	TDS METROCOM	11/22-12/21 PHONE FEES	Water
11/07/2024	2179	GRAYMONT WESTERN LIME INC	35230423RI	4,622.20	HYDRATED LIME		Water
11/27/2024	59520	WISCONSIN CENTRAL LTD	9500267968	445.51	BERGSTROM 12" MAIN CROSS	ING MILE 183.33	Water
11/29/2024	2243	U S BANK	11-13-24	917.00	IN *GRAPHIC COMPOSITION L	2024 LEAD SERVICE NOTICE	Water
11/29/2024	2243	U S BANK	11-13-24	42.99	AMAZON.COM*ZE72W9K43	PIPE CRIMPER	Water
11/29/2024	2284	U S BANK	11-25-24	615.00	OPC*WISCONSIN RURAL WTR	WRWA UTILITY MEMBERSHIP	Water
11/29/2024	2244	U S BANK	11-25-24	190.00	ASC EMPL SOLTN PRTL ECOM	AUDIOGRAMS-WATER	Water

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description
11/29/2024	2243	U S BANK	11-13-24	264.18	THE HOME DEPOT PRO	CLEANING SUPPLIES	Water
11/29/2024	2243	U S BANK	11-13-24	12.67	THE UPS STORE 2376	LAB SHIPPING	Water
11/21/2024	2218	CHEMTRADE CHEMICALS US LLC	90165496	8,823.60	FERRIC SULFATE		Water
11/29/2024	2243	U S BANK	11-13-24	79.75	CINTAS CORP	MATS MOPS TREATMENT	Water
11/29/2024	2243	U S BANK	11-13-24	69.98	AMAZON MKTPL *F116B5PA3	THREAD CHECKER	Water
11/07/2024	2174	DIGGERS HOTLINE INC	241025801	180.50	OCT LOCATES		Water
11/29/2024	2243	U S BANK	11-13-24	22.78	AMAZON MKTPL *TK39Y6PE3	BULBS	Water
11/21/2024	2229	KRUEGER TRUE VALUE	161875	20.68	HOSE FITTINGS		Water
11/27/2024	59500	CUMINALE, EDITH JEAN	000019501	38.44	OVERPD FINAL ACCOUNT	000024088	Water
11/27/2024	2247	DONALD HIETPAS & SONS INC	10-04-24	3,058.26	16" WATER MAIN BREAK On		Water
11/29/2024	2243	U S BANK	11-13-24	25.00	FERRELL *GAS LP	RENTAL FEE-PROPANE SERVIC	Water
11/29/2024	2284	U S BANK	11-25-24	69.98	AMAZON MKTPL *OQ6WC1WS3	GFCI OUTLETS	Water
11/07/2024	59415	BERGSTROM AUTOMOTIVE	651894	373.95	#80 METER VAN ISSUES		Water
11/21/2024	2229	KRUEGER TRUE VALUE	162366	40.89	GARBAGE CAN/PAILS		Water
11/29/2024	2243	U S BANK	11-13-24	3,551.80	AIRGAS - NORTH	CARBON DIOXIDE	Water
11/29/2024	2243	U S BANK	11-13-24	153.43	AMAZON.COM*SE6MX18R3	FLOOR MATS NEW TRUCK	Water
11/14/2024	59443	BACHRODT BARABOO MOTORS INC	B430	28,560.50	NEW WATER METER VAN		Water
11/21/2024	2225	GRAYMONT WESTERN LIME INC	35231411RI	5,084.42	HYDRATED LIME		Water
11/29/2024	2243	U S BANK	11-13-24	79.74	CINTAS CORP	MATS MOPS DISTRIBUTION	Water
11/29/2024	2243	U S BANK	11-13-24	19.74	GRAINGER	FENCE TOOLS	Water
11/29/2024	2243	U S BANK	11-13-24	3,360.00	MIDWEST METER - JACKSON	1 1/2 INCH METERS	Water
11/21/2024	2220	DIVERSIFIED BENEFIT SERVICES INC	425552	76.50	NOV HRA WATER-17 EES @ \$4	.50 EA	Water
11/29/2024	2243	U S BANK	11-13-24	1,300.00	CORE & MAIN - WI005	24" HYDRANT EXTENSION	Water
11/21/2024	2229	KRUEGER TRUE VALUE	162449	103.83	SUPPLIES		Water

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description
11/29/2024	2242	U S BANK	11-13-24	200.63	TDS METROCOM	10/22-11/21 PHONE FEES	Water
11/29/2024	2284	U S BANK	11-25-24	2,201.98	MORTON SAFETY, LLC	ARRESTOR CERTIFICATION(2)	Water
11/14/2024	2201	MCMAHON	936833	5,040.25	SEP PROFESSIONAL SERVICES	CONTRACT A	Water
11/21/2024	2227	HYDRITE CHEMICAL COMPANY	2024000079379	8,395.20	SODIUM HYPOCHLORITE		Water
11/29/2024	2284	U S BANK	11-25-24	7.44	HOMEDEPOT.COM	LIGHT SWITCH (3)	Water
11/29/2024	2243	U S BANK	11-13-24	939.97	HAWKINS INC	AMMONIA HYDROXIDE	Water
11/07/2024	2179	GRAYMONT WESTERN LIME INC	35230807RI	5,186.06	HYDRATED LIME		Water
11/29/2024	2284	U S BANK	11-25-24	179.00	THE HOME DEPOT #4903	CORDLESS BLOWER	Water
11/29/2024	2243	U S BANK	11-13-24	48.29	AMZN MKTP US*NV4O59SD3	ICE BAGS	Water
Overall - Total				254,724.01			



Neenah Water Utility

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Email: amach@neenahwi.gov

Anthony L. Mach

Director of Neenah Water Utility

MEMORANDUM

DATE: December 10, 2024

TO: Waterworks Commission

FROM: Anthony L. Mach

RE: Discussion and Possible Action to Create an Employee Recognition and Retention Program

As previously discussed, the Waterworks Commission requested information in the creation of a Tuition Reimbursement program. Excerpts from peer utility handbooks describing tuition reimbursement programs are enclosed for consideration.

Additional items up for discussion and potential action include a potential longevity bonus for employees and the creation of an employee wellness program.

306 Education Assistance Program

Menasha Utilities will pay the dues of an employee in a professional society or association that is important to the employee maintaining recognition, knowledge, and access within the employee's professional field. Payment of membership dues in more than one such association shall be subject to approval by the General Manager.

In addition, Menasha Utilities will pay the cost of an employee to maintain the employee's professional credentials that Menasha Utilities defines as important and relevant to the employee's work responsibilities. Such expenses may include continuing education required for maintaining licensed certification. Implementation of this benefit in particular instance shall be subject to approval in advance by the General Manager.

In addition, on a limited basis, and subject to approval of the employee's supervisor/manager and the General Manager, work hours may be adjusted for an employee for approved education that is job-related. All such approvals will be subject to the Utilities' work requirements.

- A. For employee-initiated courses Menasha Utilities will pay 50% of the stated fee schedule and books for the course taken which meets the following conditions upon proof of successful completion of the course.
- B. The course studied must be taken through an accredited correspondence or extension service, such as University of California, Horner Foundation, Inc. Office of Water Programs, FVTC, University of Wisconsin, etc.
- C. Courses are generally taken on nonscheduled hours.
- D. The course must be related to the employee's job and must be approved by his Department Manager and the General Manager.
- E. Menasha Utilities will pay the costs provided the employee signs a Tuition Reimbursement Agreement.

The employee must present proof of the successful completion of the course from the institution which gives the training. If the employee fails to successfully complete a course for any reason other than one beyond the employee's control, the employee shall become liable for the entire cost of the program.

Employer initiated Courses –Special short courses or seminar training that is taken by the employee at the request of the Department Manager will be fully paid by Menasha Utilities.

Employees who are currently employed by Menasha Utilities as an apprentice will attend an indentured program with the goal of becoming a journeyman. This program will take approximately four years to complete and will require the payment of a number of costs of the program, including but not limited to tuition, materials and texts, equipment, travel expenses and meals. Menasha Utilities will pay for the cost provided the Employee signs a Tuition Reimbursement Agreement.

Section 19 ADA COMPLIANCE. Upon review of the Utility's compensation and benefit practices the City Human Resources Department warrants that the Green Bay Water Utility is in compliance with Title I of the Americans with Disabilities Act of 1990 as it relates to compensation and benefits.

Section 20 EDUCATIONAL ASSISTANCE. The Utility, may reimburse full-time regular employees up to 75% of the tuition cost for approved degree programs or courses or non-degree courses. Programs and courses subject to consideration or approval must improve an understanding of the utility industry, develop critical job skills, or contribute to the enhancement of on-the-job performance and productivity. The Utility may reimburse up to 100% for the cost of books. The employee must successfully complete the course with a "C" or better to receive reimbursement.

Full-time regular employees will receive 100% reimbursement of tuition and book costs for courses, which are directly initiated or required by the Utility.

Employees interested in tuition reimbursement must complete the Educational Assistance form and receive authorization from the General Manager. Final approval for tuition and book reimbursement is subject to budget authorization. In the event that the employee's employment is terminated, either voluntarily or involuntarily, within two years after completion of a course, any tuition reimbursement and/or book reimbursement money must be repaid to the Utility through the employee's last paycheck and/or be repaid by the severed employee.

Section 21 CLOTHING ALLOWANCE.

A. Safety Glasses. When required by the Utility, employees required to wear safety glasses may be provided with up to 1 pair of safety glasses per year, including prescription safety glasses. This does not include the cost of the examination which is the responsibility of the employee. Glasses will be in "regular frames." The Utility will replace or repair required Utility-provided safety glasses broken or damaged on the job.

B. Safety Shoes. For employees required to wear safety shoes by the Utility for field work, the Utility may pay up to \$200.00 toward the purchase of safety shoes. It is the intent that this is an annual allowance. If it is shown to the Manager that safety shoes are unusable due to a result from Utility work or where there is a documented medical condition that requires an individual to require

A. ELIGIBILITY.

1. Regular full-time employees are eligible for the tuition aid program after passing their initial probationary period.
2. Employees on an approved leave of absence as provided under federal or State law, or those unable to work due to an injury or illness that is covered under worker's compensation law(s) shall remain eligible for the program.
3. If an employee is laid off for reasons beyond their control, subsequent to the approved enrollment, eligibility for the tuition aid program will continue through satisfactory completion of the course(s) currently enrolled in.

B. REIMBURSEMENT CRITERIA.

1. Effective January 1, 2016, the Utility will reimburse up to 80% of educational costs to a maximum of \$3,000.00 per calendar year for all eligible employees.
2. Educational costs are defined as the following costs incurred in the process of taking and completing covered coursework: tuition, registration fees (excluding late fees) and lab fees associated with the course. This program does not provide reimbursement for books* (*see section 9.05-D-8*), travel (mileage, lodging, parking, meals, etc.) or those items which may be necessary to complete the approved coursework but can also be of personal use (i.e., calculator, computer, office equipment and/or supplies).

C. COVERED COURSEWORK.

1. Coursework must have a relationship to the employee's current job assignment or as approved by the General Manager. This program is not intended to fund education that will qualify an employee for a new career or secondary employment.
2. Coursework must be taken in the pursuance of an Associate, Bachelor or Graduate degree. Doctoral level coursework is not reimbursable.
3. Seminars, workshops, professional conferences, certifications and courses taken through a Continuing Education Program (i.e. adult education) do not qualify for reimbursement under this program.
4. Audited courses do not qualify for reimbursement under this program.
5. Coursework must be taken through an educational institution that is accredited by the Distance Education and Training Council Accrediting Commission and/or the North Central Association of Colleges and Schools (as recognized by the U.S. Department of Education and the Council for Higher Education Accreditation) or as otherwise approved by the General Manager and Director of Personnel & Administration.

D. STIPULATIONS.

1. All courses must be taken outside of the employee's regular work hours unless vacation leave, compensatory time or flex time is used and approval has been provided by the Division Director.
2. Employees must remain an active employee for at least two (2) years after the completion of approved courses. An employee who resigns or retires from Utility employment (under the provisions of the Wisconsin Retirement System) before the completion of the two-year service obligation shall be required to reimburse the Utility, on a prorated basis, for any benefit paid under this program within the last 24 months of Utility employment. Reimbursement may be obtained through personal payment by the employee, payroll deduction from the employee's last paycheck or deducting an equivalent amount from any accrued leave balances due to the employee.
3. Reimbursement will not be made to an employee who was discharged or voluntarily terminates employment with the Utility before completion of enrolled course(s).
4. Reimbursement will not be made to an employee who transfers to another City department before completion of enrolled course(s). The employee's *Tuition Aid Request* form and related documentation will be forwarded to the City's Human Resources Department for review and approval/disapproval under the City's Tuition Aid Program.
5. Reimbursement will not be made to an employee who withdraws from enrolled course(s) due to personal reasons.
6. Employees will not receive reimbursement for any portion of associated fees that are eligible for reimbursement through a scholarship program.
7. Employees who receive educational assistance through the U.S. Department of Veteran Affairs or the State of Wisconsin due to military service will receive 100% of the net difference between the grant benefit and the yearly maximum benefit. *For example, the employee is approved for a course that will incur fees of \$5,000. The employee receives \$2,000 towards tuition from the GI Bill. The employee is eligible for \$3,000 of Utility tuition reimbursement if he/she meets all program guidelines.*
8. Employees who receive full tuition paid through other resources (i.e., GI Bill, grants, scholarships, etc.) will be allowed reimbursement at 80% for the cost of books related to their coursework, not to exceed \$1,000 per calendar year.

E. PROCEDURES.

1. All requests for tuition reimbursement must be submitted to the employee's supervisor or Division Director for approval using the *Tuition Aid Request* form.
2. Requests must be submitted before course registration and before the commencement of the class. Requests received after this timeframe may not be eligible for tuition reimbursement.

3. After initial approval, the Division Director shall forward request to the General Manager for final authorization.
 4. Upon completion of the course(s), a copy of the grade report with a grade “C” or above, along with all receipts for eligible costs associated with completing the course, should be submitted to HR for processing and refund. This must be done by the employee within 30 calendar days of satisfactory completion of the course(s).
 5. Audited courses or those which only provide a “pass/fail” marking are not eligible for reimbursement under this program.
- F. TUITION AID PROGRAM DISPUTES.** Any disputes relating to the interpretation and administration of this program will be decided upon by a committee comprised of the General Manager, Director of Personnel & Administration and the employee’s Division Director. Disputes must be presented in writing to the Director of Personnel & Administration within 30 days of denial of reimbursement.



Neenah Water Utility

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

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Email: amach@neenahwi.gov

Anthony L. Mach

Director of Neenah Water Utility

MEMORANDUM

DATE: December 3, 2024
TO: Waterworks Commission
FROM: Anthony L. Mach
RE: Award Chemical Bids for 2025

The bids for chemicals to be purchased in calendar year 2025 are attached. All low bids have been highlighted.

The following low bids for supplied water treatment chemicals have been received:

1. Powdered Activated Carbon, Donau Carbon US, LLC, for \$0.79 / lb. 500 Grade and \$1.04 / lb. 800 Grade.
2. Ferric Sulfate 60%, Chemtrade Logistics, Inc., for \$0.1725 / lb.
3. Sodium Hypochlorite: Hydrite Chemical Co., for \$0.1749 / lb.
4. Hydrated Lime: Graymont Western Lime, Inc., for \$0.1285 / lb.
5. Hydrofluorosilicic Acid 23%, Hawkins, Inc., for \$0.4594 / lb.
6. Liquid Carbon Dioxide, Airgas, Inc., for \$0.089 / lb.
7. Clarifloc C-308P, Polydyne, Inc., for \$0.75 / lb.

Note: Polyphosphate LPC-31, Sodium Permanganate 20%, and Aqua Ammonia are not formally advertised for bid because of specific water plant design parameters.

Staff recommends awarding the 2025 Chemical Bids to the low bidders as shown above.

Neenah Water Utility
2025 Joint Chemical Consortium Quotation Tabulations

[illegible]



Neenah Water Utility

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

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

Email: amach@neenahwi.gov

Anthony L. Mach

Director of Neenah Water Utility

MEMORANDUM

DATE: December 12, 2024

TO: Waterworks Commission

FROM: Anthony L. Mach

RE: Award Purchase of Tandem Axle Dump Truck with Dump Box

Attached are the bids for the replacement of the 2012 International Max Force 10 Dump Truck. The bids were offered as a base bid with an alternate bid to include trade-in for the existing dump truck. Five bids were received from local dealerships. The low bid is \$158,684.00 for the 2026 International HV607 including chassis and dump box. There is a potential discount if the chassis is paid within 15 days. The amount budgeted for this purchase is \$185,000.00.

The delivery of this dump truck is likely to be late 2025 or early 2026 due to the lead time for dump boxes.

Staff recommends awarding the alternate bid for a total of \$158,684.00 to Packer City International Truck for a 2026 International HV607 Dump Truck.

NEENAH WATER UTILITY

BID TABULATION: 2025 Tandem Axle Dump Truck and Dump Box

DATE: December 10 – 9:00 A.M.

NAME	ADDRESS	VEHICLE TYPE	BASE BID	ALTERNATE BID	TRADE IN VALUE 2012 International Max Force 10
JX Truck Center	201 Lawrence Dr De Pere, WI 54115	2026 Peterbilt 548	\$192,518.26	\$176,518.36	\$16,000.00
Wisconsin Kenworth	580 Mike McCarthy Way, Green Bay, WI 54304	2026 Kenworth T480	\$209,695.50	\$202,195.50	\$7,500.00
Truck Country	2401 Progress Dr Kaukauna, WI 54130	2026 Freightliner 114SD	\$183,381.00	\$176,881.00	\$6,500.00
Packer City International Truck	2940 N Victory Ln Appleton, WI 54913	2026 International HV607	\$179,684.00	\$158,684.00 (\$151,684.00)	\$21,000.00 (\$7,000.00 additional discount if paid within 15 days)
Quality Truck Care Center	2125 French Rd De Pere, WI 54115	2026 47X Western Star	\$189,635.00	\$184,635.00	\$5,000.00

**Award not official until approved at the December 16, 2024 Water Commission Meeting.



Neenah Water Utility

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Email: amach@neenahwi.gov

Anthony L. Mach

Director of Neenah Water Utility

MEMORANDUM

DATE: December 9, 2024
TO: Waterworks Commission
FROM: Anthony L. Mach
RE: Final 2025 Operating and Capital Budget Approval

Please find attached the final 2025 Water Utility operating and capital budgets. This budget was reviewed by the November 12, 2024 Committee of the Whole and approved at the November 19, 2024 Common Council Budget Public Hearing.

There were no changes to the budget, but staff did add one CIP item: Replacement of the Plant UPS unit for a total budget of \$20,000.

Staff recommends approving the Final 2025 Operating and Capital Budget as presented.

CITY OF NEENAH
2025 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

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

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Water Utility
2025 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 2024 mid-year Replacement Reserve Totals reported are \$3,178,988. 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 2024 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 2024 include the replacement of water mains and services on Quarry Lane, E. Doty Avenue, Stevens Street, Cedar Street, Belmont Avenue, Belmont Court, S. Commercial Street Crossings, Bayview Road, and the S. Park Avenue Easement Area. The West Side Booster Station Contract B for process, mechanical, electrical, and HVAC has been let and staff are eagerly awaiting the start of this project. Staff continue working on plans and specifications for the Oak Street Bridge Main Crossing, adding riprap along the lakeshore, and the replacement of the Carbon Dioxide Storage Tank in late 2024 or early 2025. Developments in the west side of the city continue in the Homes at Freedom Meadows and Freedom Acres subdivisions.

Goals for 2025 include the replacement of water mains and services on Forest Manor Court, Alexander Drive, Lexington Court, Bruce Street, Hickory Lane, Caroline Street, and Elm Street. Additional goals include the relocation of hydrants along S. Commercial Street, private lead services on Douglas Street, and commencing the Fox River Crossing. This will allow us to continue to provide exceptional water main and service maintenance 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	2023 Actual	2024 Budget	2024 Estimate	2025 Request	2025 Proposed
Water Sales					
Unmetered Sales					
Sales to General Customers	\$7,722	\$7,500	\$7,600	\$7,500	\$7,500
Public Fire Protection	\$1,724,402	\$1,715,000	\$1,754,000	\$1,740,700	\$1,740,700
Private Fire Protection	\$137,456	\$137,000	\$137,300	\$139,000	\$139,000
Total Unmetered Sales	\$1,869,580	\$1,859,500	\$1,898,900	\$1,887,200	\$1,887,200
Metered Sales					
Residential	\$3,301,917	\$3,166,000	\$3,080,000	\$3,166,000	\$3,166,000
Multi Family Residential	\$156,474	\$160,800	\$150,000	\$160,800	\$160,800
Commercial	\$959,637	\$840,000	\$873,200	\$840,000	\$840,000
Industrial	\$1,867,293	\$1,683,000	\$1,800,000	\$1,767,000	\$1,767,000
Public Authority	\$140,385	\$128,500	\$93,400	\$128,500	\$128,500
Total Metered Sales	\$6,425,706	\$5,978,300	\$5,996,600	\$6,062,300	\$6,062,300
Total Sales of Water	\$8,295,286	\$7,837,800	\$7,895,500	\$7,949,500	\$7,949,500

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CITY OF NEENAH
2025 OPERATING BUDGET REQUEST
PROGRAM COMMENTS

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

	2023	2024	2024	2025	2025
Other Revenues	Actual	Budget	Estimate	Request	Proposed
Other Operating Revenues					
Forfeited Discounts	\$62,193	\$63,000	\$63,000	\$64,890	\$64,890
Miscellaneous Service	\$27,250	\$23,600	\$19,060	\$23,500	\$23,500
Rentals	\$79,030	\$131,800	\$45,570	\$50,610	\$50,610
Other	\$52,972	\$48,800	\$50,550	\$38,650	\$38,650
Total Other Operating Revenues	\$221,445	\$267,200	\$178,180	\$177,650	\$177,650
Income					
Merchandising & Jobbing	\$18,333	\$10,000	\$10,000	\$10,000	\$10,000
Interest	\$600,118	\$250,000	\$535,500	\$334,700	\$334,700
P-Card Rebate	\$16,538	\$8,000	\$8,200	\$8,000	\$8,000
Amort. On Long-term Debt Discounts	\$2,521	\$2,520	\$0	\$0	\$0
Miscellaneous Non-Operating	\$365,390	\$0	\$0	\$0	\$0
Total Income	\$1,002,900	\$270,520	\$553,700	\$352,700	\$352,700
Total Other Revenues	\$1,224,345	\$537,720	\$731,880	\$530,350	\$530,350
Total Sales and Other Revenues	<u>\$9,519,631</u>	<u>\$8,375,520</u>	<u>\$8,627,380</u>	<u>\$8,479,850</u>	<u>\$8,479,850</u>

**CITY OF NEENAH
2025 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

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Expenses	2023 Actual	2024 Budget	2024 Estimate	2025 Request	2025 Proposed
Maintenance Expenses					
Source of Supply					
Supervision and Engineering	\$11,186	\$15,400	\$12,000	\$15,400	\$15,400
Lake and River Intake	\$19,750	\$20,000	\$0	\$0	\$0
Total Source of Supply	\$30,936	\$35,400	\$12,000	\$15,400	\$15,400
Pumping Expenses					
Supervision and Engineering	\$15,200	\$15,000	\$0	\$0	\$0
Structures and Improvements	\$0	\$1,000	\$0	\$0	\$0
Power and Production Equipment	\$1,039	\$0	\$0	\$0	\$0
Pumping Equipment	\$0	\$0	\$0	\$0	\$0
Total Pumping Expense	\$16,239	\$16,000	\$0	\$0	\$0
Water Treatment Expenses					
Supervision and Engineering	\$32,894	\$33,000	\$30,000	\$34,650	\$34,650
Structures and Improvements	\$134,371	\$600,000	\$600,000	\$200,000	\$200,000
Water Treatment Equipment	\$189,640	\$140,000	\$120,000	\$154,000	\$154,000
Total Water Treatment Exp.	\$356,905	\$773,000	\$750,000	\$388,650	\$388,650
Distribution Expenses					
Supervision and Engineering	\$12,370	\$33,000	\$12,000	\$33,000	\$33,000
Structures and Improvements	\$0	\$5,000	\$0	\$5,000	\$5,000
Reservoir and Standpipes	\$487,033	\$2,000	\$1,000	\$2,000	\$2,000
Mains	\$214,441	\$250,000	\$250,000	\$250,000	\$250,000
Services	\$67,562	\$100,000	\$80,000	\$100,000	\$100,000
Meters	\$721	\$11,000	\$5,000	\$11,000	\$11,000
Hydrants	\$33,002	\$40,000	\$35,000	\$40,000	\$40,000
Miscellaneous Plant	-\$1,329	\$0	\$0	\$0	\$0
Total Distribution Expenses	\$813,800	\$441,000	\$383,000	\$441,000	\$441,000
General Plant					
SCADA	\$0	\$0	\$0	\$0	\$0
Total General Plant	\$0	\$0	\$0	\$0	\$0
Total Maintenance Expenses	\$1,217,880	\$1,265,400	\$1,145,000	\$845,050	\$845,050

**CITY OF NEENAH
2025 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Expenses	2023 Actual	2024 Budget	2024 Estimate	2025 Request	2025 Proposed
Operations Expenses					
Source of Supply					
O & M Supervision	\$2,796	\$5,000	\$2,900	\$5,000	\$5,000
Labor & Other Expenses	\$0	\$500	\$0	\$500	\$500
Total Source of Supply	\$2,796	\$5,500	\$2,900	\$5,500	\$5,500
Pumping Expenses					
O & M Supervision	\$12,668	\$15,000	\$13,000	\$18,000	\$18,000
Fuel or Power for Pumping	\$146,430	\$150,000	\$150,000	\$160,000	\$160,000
Pumping Labor & Expenses	\$98,399	\$100,000	\$80,000	\$125,000	\$125,000
Miscellaneous Expenses	\$14,953	\$22,500	\$15,000	\$22,500	\$22,500
Total Pumping Expense	\$272,450	\$287,500	\$258,000	\$325,500	\$325,500
Water Treatment Expenses					
O & M Supervision	\$28,386	\$40,000	\$30,000	\$40,000	\$40,000
Chemicals	\$624,360	\$575,000	\$600,000	\$635,000	\$635,000
Treatment Labor & Expenses	\$349,628	\$350,000	\$330,000	\$350,000	\$350,000
Miscellaneous Expenses	\$85,896	\$95,000	\$85,000	\$100,000	\$100,000
Commercial Dumpster	\$948	\$1,400	\$1,100	\$1,400	\$1,400
Total Water Treatment Exp.	\$1,089,218	\$1,061,400	\$1,046,100	\$1,126,400	\$1,126,400
Distribution Expenses					
O & M Supervision	\$15,857	\$26,500	\$17,000	\$26,500	\$26,500
Storage Facility Expenses	\$5,721	\$10,800	\$10,000	\$14,000	\$14,000
Water Main Expenses	\$130,116	\$115,500	\$100,000	\$130,000	\$130,000
Meter Expenses	\$66,702	\$20,000	\$85,000	\$100,000	\$100,000
Customer Installation	\$31,183	\$38,000	\$38,000	\$55,000	\$55,000
Miscellaneous Expenses	\$88,545	\$85,000	\$85,000	\$110,000	\$110,000
Total Distribution Expenses	\$338,124	\$295,800	\$335,000	\$435,500	\$435,500
Customer Accounts Expenses					
Supervision	\$14,697	\$25,500	\$15,000	\$25,500	\$25,500
Meter Reading	\$10,093	\$24,500	\$22,000	\$24,500	\$24,500
Customer Records & Collection	\$121,155	\$128,500	\$126,000	\$140,000	\$140,000
Uncollectible Accounts	\$843	\$3,000	\$7,500	\$7,500	\$7,500
Total Customer Expenses	\$146,788	\$181,500	\$170,500	\$197,500	\$197,500
Total Operations Expenses	\$1,849,376	\$1,831,700	\$1,812,500	\$2,090,400	\$2,090,400

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**CITY OF NEENAH
2025 OPERATING BUDGET REQUEST
PROGRAM COMMENTS**

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

Expenses	2023 Actual	2024 Budget	2024 Estimate	2025 Request	2025 Proposed
Admin & General Expenses					
Admin & General Salaries	\$227,027	\$260,000	\$260,000	\$280,000	\$280,000
Office Supplies & Expenses	\$6,932	\$8,800	\$6,400	\$8,800	\$8,800
Outside Services	\$2,980	\$100,000	\$5,000	\$100,000	\$100,000
Auditing Services	\$13,666	\$16,000	\$15,200	\$17,600	\$17,600
Property Insurance	\$30,272	\$32,000	\$44,220	\$46,000	\$46,000
Liability Insurance	\$34,108	\$44,000	\$35,000	\$44,000	\$44,000
Rent	\$11,780	\$12,300	\$12,200	\$13,000	\$13,000
Pensions & Benefits/OPEB	\$375,219	\$415,000	\$415,000	\$415,000	\$415,000
Miscellaneous Expenses	\$30,291	\$37,000	\$32,000	\$37,000	\$37,000
Special Reserves & Escrow	\$0	\$35,470	\$0	\$41,000	\$41,000
Regulatory Commission	\$0	\$0	\$0	\$0	\$0
Total Admin & Gen. Expenses	\$732,275	\$960,570	\$825,020	\$1,002,400	\$1,002,400
Total Maintenance Expenses	\$1,217,880	\$1,265,400	\$1,145,000	\$845,050	\$845,050
Total Operations Expenses	\$1,849,376	\$1,831,700	\$1,812,500	\$2,090,400	\$2,090,400
Depreciation	\$1,460,647	\$1,650,000	\$1,500,000	\$1,500,000	\$1,500,000
Tax Expense					
PILOT	\$880,142	\$1,158,150	\$950,000	\$950,000	\$950,000
PSC Remainder Assessment	\$7,398	\$12,600	\$12,000	\$13,860	\$13,860
Payroll Tax	\$78,078	\$82,000	\$85,000	\$90,000	\$90,000
DNR Lake Withdrawal Fees	\$6,092	\$6,700	\$6,250	\$6,700	\$6,700
Transportation Fee	\$669	\$1,180	\$2,800	\$3,000	\$3,000
Total Tax Expense	\$972,379	\$1,260,630	\$1,056,050	\$1,063,560	\$1,063,560
Total Operating Expenses	\$6,232,557	\$6,968,300	\$6,338,570	\$6,501,410	\$6,501,410
Non-Operating Expenses					
Interest on Long-term Debt	\$77,019	\$36,030	\$90,090	\$58,570	\$58,570
Amortization on Long-term Debt	\$0	\$0	\$0	\$0	\$0
Other Income Deductions	\$153,477	\$155,000	\$155,000	\$160,000	\$160,000
Borrowing Expense (Refunding)	\$0	\$0	\$0	\$0	\$0
Revenue Bond Retirement	\$1,718,410	\$2,035,790	\$2,035,790	\$972,600	\$972,600
Total Non-Operating Expenses	\$1,948,906	\$2,226,820	\$2,280,880	\$1,191,170	\$1,191,170
Total Expenses	\$8,181,463	\$9,195,120	\$8,619,450	\$7,692,580	\$7,692,580

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**CITY OF NEENAH
2025 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	2023 Actual	2024 Budget	2024 Estimate	2025 Request	2025 Proposed
Total Sales of Water	\$8,295,286	\$7,837,800	\$7,895,500	\$7,949,500	\$7,949,500
Total Other Revenues	\$1,224,345	\$537,720	\$731,880	\$530,350	\$530,350
Borrowed For Operations	\$0	\$0	\$0	\$0	\$0
Total Sales and Other Revenues	\$9,519,631	\$8,375,520	\$8,627,380	\$8,479,850	\$8,479,850
Depreciation	\$1,460,647	\$1,650,000	\$1,500,000	\$1,500,000	\$1,500,000
Admin and General Expenses	\$732,275	\$960,570	\$825,020	\$1,002,400	\$1,002,400
Maintenance Expenses	\$1,217,880	\$1,265,400	\$1,145,000	\$845,050	\$845,050
Operation Expenses	\$1,849,376	\$1,831,700	\$1,812,500	\$2,090,400	\$2,090,400
Tax Expense	\$972,379	\$1,260,630	\$1,056,050	\$1,063,560	\$1,063,560
Total Operating Expenses	\$4,771,910	\$5,318,300	\$4,838,570	\$5,001,410	\$5,001,410
Total Non-Operating Expenses	\$1,948,906	\$2,226,820	\$2,280,880	\$1,191,170	\$1,191,170
Total Expenses	\$8,181,463	\$9,195,120	\$8,619,450	\$7,692,580	\$7,692,580
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	\$2,989,488	\$3,033,000	\$2,900,000	\$2,493,000	\$2,493,000
Projects Paid By Revenue Bond	\$0	\$0	\$0	\$0	\$0
Total Other Expenses	\$2,989,488	\$3,033,000	\$2,900,000	\$2,493,000	\$2,493,000

City of Neenah
2025 Capital Improvements Budget
Detail Project Schedule - Water Utility

DRAFT

PROJECT DESCRIPTION AND PLAN COMMENTS	ADOPTED CIP FOR 2025	2025 DEPARTMENT BUDGET REQUEST	MAYOR RECOMMENDED	COUNCIL ADOPTED
<u>2025 WATER UTILITY</u>				
<u>Distribution system - Replacements</u>				
1 Elm Street (Division - Cecil) 2,700' of 12" at \$180/ft. 42 lead services, 2 main leaks, 16 service leaks	\$ 511,000	\$ -	\$ -	\$ -
2 Reed Street (Division - Cecil) 2,700' of 8" at \$160/ft. 47 lead services, 22 service leaks	454,000	-	-	-
3 Laudan Boulevard (Elm - Reed) 700' of 12" at \$120/ft	89,000	-	-	-
4 S. Commercial Street Hydrant Relocations - 13 at \$4,000 per hydrant		55,000	55,000	55,000
5 Fox River Crossing 12" Water Main		500,000	500,000	500,000
6 Forest Manor Court (Marathon - Terminus) 910' of 8" at \$150/ft., 1 main leak. Poor overall pipe condition	144,000	144,000	144,000	144,000
7 Alexander Drive (Bruce - S. Commercial) 735' of 8" at \$150/ft	116,000	116,000	116,000	116,000
8 Lexington Court (Bruce - Terminus) 610' of 8" at \$150/ft	97,000	97,000	97,000	97,000
9 Bruce Street (Parkwood - Lexington) 610' of 8" at \$140/ft. - Moved from 2026	97,000	97,000	97,000	97,000
10 Hickory Lane (Cecil - Baldwin) 870' of 8" at \$170/ft., 15 lead services, 9 main breaks, 10 service leaks.		156,000	\$156,000	\$156,000
11 Hickory Lane (Cecil - Terminus) 180' of 8" at \$170/ft.		33,000	\$33,000	\$33,000
12 Caroline Street (Lake - Terminus) 360' of 8" at \$170/ft., 8 lead services, 1 main break		65,000	\$65,000	\$65,000
13 Douglas Street (Henry - S. Commercial) 16 private lead services		-	\$0	\$0
14 Elm Street (Division - Wisconsin) 800' of 8" at \$160/ft., 26 lead services, 5 main breaks, 14 service leaks.		135,000	135,000	135,000
Total 2025 Distribution system - Replacements	\$ 1,508,000	\$ 1,398,000	\$ 1,398,000	\$ 1,398,000
<u>Distribution system - New Mainline Extensions</u>				
1 Oakridge Road (Oak Hill Cemetery - Tullar) and (Tullar - 250' West) 2,750' of 12" at \$160/ft	\$ 462,000	\$ -		
Total 2025 Distribution system - New Mainline Extensions	\$ 462,000	\$ -	\$ -	\$ -
TOTAL 2025 DISTRIBUTION SYSTEMS	\$ 1,970,000	\$ 1,398,000	\$ 1,398,000	\$ 1,398,000

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City of Neenah
2025 Capital Improvements Budget
Detail Project Schedule - Water Utility

PROJECT DESCRIPTION AND PLAN COMMENTS	ADOPTED CIP FOR 2025	2025 DEPARTMENT BUDGET REQUEST	MAYOR RECOMMENDED	COUNCIL ADOPTED
<u>Plant, Metering and Equipment</u>				
1 Meter and endpoint replacement program	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
2 Replace 2012 Dump Truck. Dump trucks are on a 10-year replacement cycle	185,000	185,000	185,000	185,000
3 Build and refurbish offices at Plant	80,000	80,000	80,000	80,000
4 Miscellaneous tools and equipment	20,000	20,000	20,000	20,000
5 Replace Leak Trailer. Trailers are on a 10-year replacement cycle	-	10,000	-	-
6 Add plow to mini-dump truck	-	15,000	-	-
7 Technology upgrade	10,000	10,000	10,000	10,000
8 Miscellaneous consulting fees	20,000	20,000	20,000	20,000
9 Miscellaneous Plant contingency	50,000	50,000	50,000	50,000
10 Rebuild (1) Finished Water Pump	30,000	30,000	30,000	30,000
11 Rebuild (1) Raw Water Pump	15,000	15,000	15,000	15,000
12 Replace Finished Water VFDs (2)	35,000	35,000	35,000	35,000
13 Replace (1) Air Scour VFD	25,000	25,000	25,000	25,000
14 Repair / rebuild brick façade	100,000	100,000	100,000	100,000
15 Replace Plant UPS - <i>New request</i>	-	20,000	-	-
TOTAL 2025 PLANT, METERING AND EQUIPMENT	\$ 1,070,000	\$ 1,115,000	\$ 1,070,000	\$ 1,070,000
TOTAL 2025 WATER UTILITY	\$ 3,040,000	\$ 2,513,000	\$ 2,468,000	\$ 2,468,000

**Director's Report
December 16, 2024**

1. Water Loss Report
2. The following items were approved at the November 14, 2024 Board of Public Works meeting:
 - Pay Request No. 2, Contract 2-24W Booster Station Contract B - Process, Mechanical, Electrical and Plumbing Construction, to Sabel Mechanical LLC., in the amount of \$98,701.91.
3. Booster Station Update
4. AMI Update
5. Solar Installation Update
6. The next regular Waterworks Commission meeting is scheduled for Monday, January 20, 2025.

**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)	340,080	323,680	252,785	30,472	40,423	12.49%
MOST RECENT THREE MONTHS (July, August, September)	342,840	327,960	252,099	16,670	59,191	18.05%
1 YEAR AGO (August, September, October)	321,910	313,140	282,189	20,334	10,617	3.39%

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, 2024	3.70	3.48
Sep, 2024	3.65	3.50
Oct, 2023	3.27	3.16

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 Fees]	
	From	To	Days	In Reading	Out Reading	Usage	In Reading	Out Reading	Generation	Net Usage (Generation)	Estimated Net Savings + Surplus
	12/13/2021	12/22/2021	8	65710	66027	317	0	111	111	206	\$ 14.19
1	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
24	11/21/2023	12/22/2023	31	88900	91178	2278	23003	23506	503	1775	\$ 75.50
25	12/22/2023	1/24/2024	33	91178	95362	4184	23506	23743	237	3947	\$ 35.39
26	1/24/2024	2/21/2024	28	95362	97057	1695	23743	24370	627	1068	\$ 97.14
27	2/21/2024	3/23/2024	31	97057	98313	1256	24370	25582	1212	44	\$ 189.15
28	3/23/2024	4/24/2024	32	98313	99494	1181	25582	26760	1178	3	\$ 183.74
29	4/24/2024	5/23/2024	29	99494	212	718	26760	28043	1283	(565)	\$ 132.55
30	5/23/2024	6/25/2024	33	212	885	673	28043	29357	1314	(641)	\$ 128.06
31	6/25/2024	7/25/2024	30	885	1482	597	29357	30682	1325	(728)	\$ 119.52
32	7/25/2024	8/26/2024	32	1482	2121	639	30682	32109	1427	(788)	\$ 128.26
33	8/26/2024	9/25/2024	30	2121	2718	597	32109	33358	1249	(652)	\$ 116.67
34	9/25/2024	10/24/2024	29	2718	3353	635	33358	34588	1230	(595)	\$ 120.59
35	10/24/2024	11/22/2024	29	3353	4038	685	34588	35205	617	68	\$ 96.21
						38328			35205	3123	\$ 3,969.24

Number of Full Months in Operation		35
Cost of System (Less Incentives)	\$	10,183.00
Projected Payback (Years)		7.48
Total Cost of System	\$	22,886.00
Incentives	\$	12,703.00
Net Cost of System	\$	10,183.00