

MINUTES OF THE NEENAH WATER WORKS COMMISSION

Regular Meeting – February 21, 2022

Council Chambers – City Hall

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

Also Present: Mr. William Pollnow

Excused: None

President Kaufert called the meeting to order at 4:34 p.m.

Approve Regular Meeting Minutes for January 17, 2022 – Following discussion, **M.S.C. Lang/Bauman to approve the January 17, 2022 Regular Meeting Minutes.** All voting aye.

Approve the Invoices for January 2022 – Commissioners questioned charges and invoices from Wisconsin Emergency Management and Hawkins Inc. Director Mach explained that Wisconsin Emergency Management requires the submission of an annual WHOPRS report detailing chemicals held on-site. LPC-4 from Hawkins Inc. is the corrosion inhibitor the Utility has been using since 2016.

Following discussion, **M.S.C. Boyette/Schmeichel to approve the January 2022 invoices.** All voting aye.

Appearances – Mr. William Pollnow was in attendance. He requested the opportunity to address the Commission regarding the revised Cross-Connection Ordinance.

Old Business/New Business

Request to Approve Draft Private Well Regulation Ordinance, Approve Draft Cross-Connection Control Ordinance, and Repeal Cross Connections Prohibited Ordinance – Director Mach presented two memos detailing the requested approval of two ordinances and the repeal of one ordinance. Commissioners asked about the residential inspections, how they are completed, and why the Utility performs “in lieu of” inspections of residential properties. Mr. Pollnow expressed concerns regarding the Right of Entry provisions of the Cross-Connection Ordinance, inspection frequency, what factors allow a commercial property to be classified as low hazard, and the cost to have property owners hire an inspector for their properties. Director Mach explained the process of a typical residential cross-connection control inspection to the Commissioners. In addition to an inspection of the most hazardous areas (boilers, hose bibbs, laundry/slop sinks), inspectors provide educational materials to the occupant. The Utility also sends out educational materials to residential addresses at least once every three years. This process limits the amount of time necessary to perform inspections and limits the intrusion into homeowner private spaces. Dir. Mach reminded the Commission that residential inspections take place during meter changes, thus the intrusion is limited to once per ten years. In addition, notification letters are sent out well in advance and owners are given ample opportunity to respond. The Right of Entry provisions are necessary to allow for inspections to occur if an emergency or contamination event situation occurs. This provision is typical language used by many other ordinances. It was apparent from the discussion that the group assumed the usage of this provision was the norm – an inspector would simply present Water Utility credentials and request entry. Director Mach explained that situations which require an immediate entry or disconnection are extremely rare. The typical inspection frequency of industrial, commercial, and public authority buildings is two years. However, Utility staff have the ability to classify a commercial building as “low hazard.” This will allow the building to be inspection on a 10-year cycle. The Water Utility does not have the time or staff

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available to inspect non-residential properties. Thus, the property owner must have the inspection completed at their own cost.

Following discussion, **M.S.C. Schmeichel/Boyette to defer action on the Draft Private Well Regulation Ordinance, Draft Cross-Connection Control Ordinance, and Cross Connections Prohibited Ordinance until the March, 2022 meeting.** All voting aye.

The Commission voted unanimously to issue a friendly amendment to the motion to defer the agenda item Request to Update Private Well Permit Fee to the March, 2022 meeting.

Request to Award Contract 1-22W Removal and Disposal of Lime Sludge – Director Mach detailed the bids received for Contract 1-22W. Staff were pleased to present four bids and one no-bid to the Commission. The low bid was received from Calnin & Goss, Inc., of Appleton, WI for \$14.50 per cubic yard with a total bid of \$430,650.00.

Following discussion, **M.S.C. Boyette/Schmeichel to award Contract 1-22W to Calnin & Goss, Inc. for \$14.50 per cubic yard with a total bid of \$430,650.00.** All voting aye.

President Kaufert Left the meeting at 5:33 p.m. Vice President Schmeichel as acting President for the remainder of the meeting.

Director's Report –

1. Water Loss Report – Staff believe the increase is due to undiscovered leaks that were found in January.
2. Private lead service line replacement funding update – No funding update was provided by the DNR.
3. Solar installation update – In the second month of operation, the array generated 711 kWh.
4. The next regular Waterworks Commission meeting is scheduled for March 21, 2022.
5. A short Waterworks Commission meeting will be needed later this week to approve the awarding of Contract 1-22.

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

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

Adjournment – **M.S.C. Boyette/Bauman to adjourn at 5:57 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach
Director, Neenah Water Utility