

**MINUTES OF THE NEENAH WATER WORKS COMMISSION  
AND  
STORM WATER CITIZEN ADVISORY BOARD MEETING**  
Regular Meeting – July 24, 2023  
Hauser Room – City Hall

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

**Excused:** Commissioner Steiner

**Also Present:** Deputy Director of Finance Kahl

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

Approve Meeting Minutes for June 19, 2023 – Following discussion, **M.S.C. Hemes/Lang to approve the June 19, 2023 Meeting Minutes.** All voting aye.

Approve the Invoices for June 2023 – Commissioners did not have any questions regarding the invoices and charges for June 2023.

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

Appearances – None.

Old Business/New Business

Award Contract 2-23W for West Side Booster Station Building – Director Mach distributed a staff memo detailing a recommendation of award from the Board of Public Works and a recommendation of award from McMahon group. There were two bids received. RJM Construction LLC., of Black Creek, WI was the apparent low bidder. This firm has built other structures in our area, including a similar booster station. Staff toured this facility and were pleased with the work. The bid was within the Engineer's estimate and staff are recommending that the Commission award this contract to RJM Construction.

Following discussion, **M.S.C. Hemes/Schmeichel to award Contract 2-23W for West Side Booster Station Building to RJM Construction LLC., of Black Creek, WI in the amount of \$501,150.00.** All voting aye.

Financial Reports – Deputy Director of Finance Kahl and Director Mach presented the 2<sup>nd</sup> Quarter of 2023 Financial Reports. Commissioners asked by the Revenue Bond Depreciation Fund Investments line on the balance sheet was zero and why the Cell Tower Lease Receivable and the Deferred Inflow Cell Tower Lease line items were present. Deputy Director Kahl explained that the Revenue Bond was paid off and eventually can be removed from the balance sheet. The cell tower leases are now covered under GASB 87 and must be recognized as both an asset and a liability on the balance sheet. Director Mach then explained that the Water Property Rental Revenue for 2023 showed a significant increase due to back rent paid from one of the cell providers.

Following discussion, **M.S.C Schmeichel/Bauman to approve the Financial Reports.** All voting aye.

Director's Report –

1. Water Loss Report – Staff are continuing leak detection efforts as time allows. Director Mach is completing the AWWA Water Loss Spreadsheet.

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2. Solar installation update – The array continues to perform well.
3. Private lead service line replacement funding and project update – The program has ended, and staff are working on final invoices for reimbursement.
4. The following items were approved at the June 29, 2023 Board of Public Works meeting:
  - Pay Request No.3, Contract 1-23, Sanitary Sewer, Water Main and Street Construction on Burr Avenue, Chestnut Street, Dieckhoff Street and Laudan Boulevard to Don E. Parker Excavating, Inc., Hortonville, WI in the amount of \$2,475.61 for Water on Burr Avenue., \$65,003.97 for Water on Chestnut Street, \$3,997.17 for Water on Dieckhoff Street, and \$3,952.52 for Water on Laudan Boulevard.
  - Pay Request No. 1, Contract 1-23, David Tenor Corporation, Green Bay, WI, for Sanitary & Storm Sewer, Water Main and Street Construction on Brantwood Drive, Brantwood Court, Charles Court, Hughes Court, Memorial Court and Patrick Court in an amount of \$215,266.20 for Water on Brantwood Drive and \$27,823.60 for Water on Brantwood Court.
  - Pay Request No. 2, Contract 2-23, David Tenor Corporation, Green Bay, WI, for Sanitary & Storm Sewer, Water Main and Street Construction on Brantwood Drive, Brantwood Court, Charles Court, Hughes Court, Memorial Court and Patrick Court in an amount of \$38,726.75 for Water on Brantwood Drive, \$18,662.75 for Water on Brantwood Court, \$53,114.50 for Water on Charles Court, \$107,073.55 for Water on Hughes Court, \$52,028.65 for Water on Memorial Court, and \$48,492.75 for Water on Patrick Court.
  - Pay Request No. 3, Contract 6-23, Don Hietpas & Sons, Inc., for Sanitary & Storm Sewer, Water Main and Street Construction on Columbian Avenue and Beaulieu Road in an amount of \$0.00 for Water.
5. The following items were approved at the July 19, 2023 Board of Public Works meeting:
  - Final Pay Request Contract 11A-22 Water Service Replacement Reddin Avenue & Zemlock Avenue to Don Hietpas & Sons Inc., Little Chute, WI, in the amount of \$25.64 for Water.
  - Final Pay Request Contract 11B-22 Water Service Replacement Hunt Avenue, Madison Street and Nicolet Boulevard, Carl Bowers & Sons Construction Co., Kaukauna, WI, in the amount of \$0.00 for Water.
6. The next regular Waterworks Commission meeting is scheduled for Monday, August 21, 2023.

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

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

Adjournment – **M.S.C. Schmeichel/Lang to adjourn at 5:04 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach  
Director, Neenah Water Utility



## 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*

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## MEMORANDUM

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**DATE:** July 18, 2023  
**TO:** Neenah Waterworks Commission  
**FROM:** Anthony L. Mach  
**RE:** Award Contract 2-23W West Side Booster Station Building

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On July 18, 2023, Water Utility staff in conjunction with staff from McMahon Group opened and read aloud sealed bids for the West Side Booster Station Building project. Two bids were received, and both were evaluated. Attached is the bid tabulation. The low bid of \$501,150.00 was submitted by RJM Construction LLC of Black Creek, WI.

The budgeted amount for the complete Booster Station project is \$1,300,000. The Engineer's estimate for the construction of the building was between \$500,000 and \$550,000.

The award was recommended by the Board of Public Works at the July 19, 2023 meeting.

**Staff recommends awarding Contract 2-23W West Side Booster Station Building to RJM Construction LLC of Black Creek, WI in the amount of \$501,150.00.**



July 18, 2023

Neenah Water Utility  
211 Walnut Street  
Neenah, WI 54956

Re: Neenah Water Utility  
Water Booster Station Building Construction  
Letter of Recommendation  
McM. No. N0002-09-22-00496-A

On July 18, 2023, bids were received via QuestCND online bidding services for the above referenced project. Two (2) bids were received, ranging in price from \$501,150.00 to \$733,843.00 (bid tabulation enclosed).

Based upon the bids received, we recommend awarding Contract N0002-09-22-00496-A to the low bidder, RJM Construction, LLC, in the amount of \$501,150.00.

If you agree with our recommendation, please date and sign the enclosed Notices of Award, and return all copies to our office for incorporation into the Contract Documents.

If you have any questions, please feel free to contact me.

Respectfully,

McMahon Associates, Inc.

A handwritten signature in black ink, appearing to read "A. Kappell".

Anthony S. Kappell, P.E.  
Associate / Senior Water & Wastewater Engineer

ASK:jlh

Enclosures: Notice of Awards (3 copies each)  
Bid Tabulation

# BID TABULATION

Owner:	Neenah Water Utility
Project Name:	Water Booster Station Building Construction
Contract No.	N0002-09-22-00496-A
Bid Date:	Tuesday, July 18, 2023
Bid Time:	Received until 11:00 a.m., local time
Project Manager:	Anthony S. Kappell, P.E.

Contract No. N0002-09-22-00496-A	RJM CONSTRUCTION, LLC 601 W. Forest Street Black Creek, WI 54106	MIRON CONSTRUCTION CO., INC. 1471 McMahon Drive / PO Box 509 Neenah, WI 54956 / 54957-0509
BASE BID	\$501,150.00	\$733,843.00
Bid Security - 5%	Yes	Yes
Addenda - #1	Yes	Yes