

# AGENDA

## REGULAR WATER COMMISSION MEETING AND STORM WATER CITIZEN ADVISORY BOARD MEETING

**Monday, April 21, 2025**

**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 March 17, 2025 (Attachment)
2. Approve the Invoices for March 2025 (Attachment)
3. Appearances
4. Old Business/New Business
  - A. Storm Water Report (Attachment)
  - B. Request to Approve the Draft 2024 Water Quality Report (Attachment)
  - C. Request to Allocate Funds to Repair the Lagoon Berms (Attachment)
  - D. Request to Approve Static Mileage Reimbursement (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](mailto: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 – March 17, 2025  
Hauser Room – City Hall, 211 Walnut Street, Neenah, WI

**Present:** President Schmeichel; Commissioners: Bauman, Hemes, Lang and Steiner (via phone); and Director Mach.

**Also Present:** Public Works Engineer Kummerow, Mr. Frank Cuthbert, Ms. Flo Bruno, and Mr. Scott Becher

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

Approve Regular Meeting Minutes for February 17, 2025 – Following discussion, **M.S.C. Hemes/Lang to approve the February 17, 2025 Regular Meeting Minutes**. All voting aye.

Approve the Invoices for February 2025 – Commissioners asked about charges and invoices from Ferguson Enterprises and NinjaOne Licensing. Director Mach indicated that the charges from Ferguson are for service corporation stops and NinjaOne is a security-based software used to ensure computer security.

Following discussion, **M.S.C. Schmeichel/Hemes to approve the February 2025 invoices**. All voting aye.

Appearances – None.

Old Business/New Business

Storm Water Report – Public Works Engineer Kummerow presented the Storm Water Report for this month. Highlights of the report include an update on Douglas Park Pond, Harrison Pond, S. Commercial storm sewer replacement, and the plan to update the Storm Water Management Plan in 2025. Engineer Kummerow discussed details of the Total Suspended Solids and Phosphorus removal needs for each body of water that the system discharges into. Commissioners asked if road salt was an issue. Engineer Kummerow noted that it wasn't an issue at this time, especially since the Public Works Department has increased the use of brine.

Following discussion, **No action needed**.

Request to Reimburse the Developer for the Cost to Oversize Water Mains and Valves in the 2nd Addition to Freedom Acres Amount – Director Mach presented a memo regarding the final development in the Freedom Acres and Homes at Freedom Meadows development. Staff would like to ensure that future developments to the west are supplied with adequate water. The reimbursement to the Developer would be less any applicable inspection fees.

Following discussion, **M.S.C. Bauman/Hemes to approve reimbursing the Developer the costs to oversize the water main in the 2nd Addition to Freedom Acres at a cost not to exceed \$23,000.00**. All voting aye.

Request to Change CIP Water Main Installed Quantity for Elm Street (Division – Wisconsin) – Director Mach presented a memo detailing the requested change to the CIP. The original quantity of water main replacement planned in 2028 was not adjusted when this project was moved to 2025. Director Mach wants to ensure that the entire reconstructed sections are replaced along with the corresponding lead services.

Following discussion, **M.S.C. Schmeichel/Bauman to approve changing the CIP quantity for Elm Street (Division – Wisconsin) from 800' of 8" to 1,520' of 8" water main**. All voting aye.

**Waterworks Commission and Storm Water Citizens Advisory Board Regular Meeting Minutes**  
**March 17, 2025**  
**Page 2 of 2**

Director's Report –

1. Distribution Tech I Aaron Goldschmidt has been hired as a Plant Operator. We all welcome him to his new role and wish him the best. The opening in Distribution will be advertised and filled.
2. Water Loss Report – Water loss increased this month. The Utility has been experiencing an increase in main breaks, especially along Henry Street.
3. The following applicable items were approved at the March 4, 2025 Board of Public Works meeting:
  - Award Contract 1-25, Utility and Street Construction, on Alexander Drive, Bruce Street, Forest Manor Court, Lexington Court, and Southfield Court, to Donald Hietpas & Sons Construction, Inc., Little Chute, in an amount of \$1,235,111.18. The total amount for Water is \$461,200.00.
  - Award Contract 2-25, Utility and Street Construction, on Elm Street and Douglas Street, to Feaker & Sons Co., Inc., De Pere, in an amount of \$1,482,526.65. The total amount for Water is \$336,794.75.
  - Final Pay Request, Contract 3-24, Utility and Street Construction, on Bayview Road, Quarry Lane, and Reed Street, to Donald Hietpas & Sons Co., Inc., Little Chute, in the amount of \$33,733.02 for Water.
  - Pay Request No. 6, Contract 7-24, Concrete Pavement, Sidewalk Repair and New Sidewalk (Baldwin St & Plummer Ct), to Jim Fischer Inc., in the amount of \$19,331.53 for Water.
4. Booster Station Update – There are punch list items still outstanding.
5. Carbon Dioxide Tank Project Update – The tank is installed, and staff are awaiting startup services.
6. Solar Installation Update – The array is functioning well, despite cold weather and snow.
7. The next regular Waterworks Commission meeting is scheduled for Monday, April 21, 2025.

Any Other Business That May Legally Come Before the Commission – Commissioners asked Director Mach about the status of the CIP items: Build and Refurbish Offices at the Plant and Repair / Rebuild Brick Façade. Quotes were shared for the work. Director Mach noted that finding contractors qualified to do this work has been difficult and the current quotes seem reasonable.

There being no further business, the meeting was adjourned by President Schmeichel at 5:07 p.m.

Respectfully submitted,



Anthony L. Mach  
Director, Neenah Water Utility

**WATER UTILITY CASH ACTIVITY**  
**March 2025**

Cash Balance March 1, 2025		\$3,704,754
Cash Receipts		
Water Collection Receipts	777,445	
Other Water Receipts	33,331	
Investment Matured	250,000	
Q1 Interest	30,245	
		1,091,021
Cash Distributions		
Check Register	726,096	
WE Energies	33,959	
Disbursements to the City	461,400	
		1,221,455
Cash Balance March 31, 2025		<b>\$3,574,320</b>

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**MAR DISBURSEMENTS TO THE CITY**

Payroll		132,119
Payroll Benefits		45,265
Vehicle Fuel & Fluids		1,090
Vehicle Maintenance		891
IS Services		3,492
GIS Services		152
Postage		193
Utility Bills		1,960
1st Qtr Printcare		104
1st Qtr Rent		3,135
1st Qtr Payment in Lieu of Taxes		218,926
1st Qtr Charges for Sending/Collecting Bills-Pmt to City		19,958
1st Qtr-Finance Services-Pmt to City		19,905
1st Qtr-Legal-Pmt to City		8,390
1st Qtr-HR Services-Pmt to City		5,820
<b>Total Disbursements to the City</b>		<b>461,400</b>

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**REPLACEMENT FUND RESERVES AS OF MARCH 2025**

Sludge Lagoon		\$1,728,413
Vehicles		152,199
Painting Hydrants		73,500
GAC Media Replacement		530,000
Pump Rehab		157,864
Meters/Endpoints		247,726
Boiler Replacement		35,000
<b>Total Replacement Fund Reserves</b>		<b>\$2,924,702</b>

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description
03/20/2025	2575	CHEMTRADE CHEMICALS US LLC	90210192	8,010.90	FERRIC SULFATE		Water
03/13/2025	60000	MACENO, MAXO/LOVELIE	000045355	998.79	OVERPD FINAL ACCOUNT	000007618	Water
03/31/2025	2643	U S BANK	03-25-25	2,132.05	LOAD CELL CENTRAL	PAC LOAD CELLS	Water
03/06/2025	2541	MICHEL'S	480398	934.92	BACKFILL		Water
03/31/2025	2598	U S BANK	03-12-25	24.00	WM SUPERCENTER #2986	PEROXIDE	Water
03/31/2025	2598	U S BANK	03-12-25	448.79	HAWKINS INC	AQ307	Water
03/20/2025	2583	KRUEGER TRUE VALUE	164529	16.17	SHOP SUPPLIES		Water
03/31/2025	2643	U S BANK	03-25-25	1,869.00	AIRGAS - NORTH	CARBON DIOXIDE	Water
03/31/2025	2598	U S BANK	03-12-25	450.00	DSPS EPAY ISE	BOILER/PRESSURE VESS PTOS	Water
03/20/2025	2578	DIGGERS HOTLINE INC	250225801	57.00	FEB LOCATES		Water
03/31/2025	2598	U S BANK	03-12-25	646.91	SP CO2 METER	CO2 METER	Water
03/27/2025	2601	DONALD HIETPAS & SONS INC	02-12-25	3,179.01	TULLAR RD LEAK		Water
03/31/2025	2643	U S BANK	03-25-25	102.33	IDEXX DISTRIBUTION INC	LAB MEDIA	Water
03/06/2025	59989	WRWA	MACH	380.00	WRWA CONFERENCE MACH		Water
03/31/2025	2598	U S BANK	03-12-25	1,908.00	LANDIS+GYR TECHNOLOGY,	JAN 2025 READS	Water
03/20/2025	60052	WISCONSIN PUBLIC SERVICE	5387786185	110.14	FEB 2025 PUMPING HEAT		Water
03/20/2025	60052	WISCONSIN PUBLIC SERVICE	5387786185	11.14	MAR 2025 PUMPING ELECTRIC		Water
03/31/2025	2643	U S BANK	03-25-25	158.05	WAL-MART #2986	OFFICE SUPPLIES	Water
03/27/2025	2600	DAVID TENOR CORPORATION	CN1-24 FINAL	54,780.06	FINAL PAY REQUEST_CONTRAC	T 1-24	Water
03/31/2025	2598	U S BANK	03-12-25	58.90	AMAZON MKTPL *H92DO85D3	EXT CORDS	Water
03/20/2025	60052	WISCONSIN PUBLIC SERVICE	5387786185	11.80	MAR 2025 PUMPING HEAT		Water
03/31/2025	2574	U S BANK	03-12-25	127.50	ASC EEMPL SOLTN PRTL ECOM	1ST QTR EAP FEES	Water
03/31/2025	2598	U S BANK	03-12-25	123.75	NORTHERN LAKE SERVICE- IN	LAB TESTS	Water
03/06/2025	2543	N & M AUTO SUPPLY	833581	17.27	WIPER BLADES - MINI DUMP		Water

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description
03/31/2025	2598	U S BANK	03-12-25	38.88	AMAZON MKTPL*H92DO85D3	CAM LOCKS/DRILL BIT/TAPE	Water
03/20/2025	2583	KRUEGER TRUE VALUE	547279	62.99	SHOP SUPPLIES		Water
03/06/2025	2534	GRAYMONT WESTERN LIME INC	35236229RI	4,949.82	HYDRATED LIME		Water
03/20/2025	2583	KRUEGER TRUE VALUE	164483	19.32	SHOP SUPPLIES		Water
03/31/2025	2598	U S BANK	03-12-25	130.55	WM SUPERCENTER #2986	TP/TPR TWL/PLATES/PENS/PO	Water
03/20/2025	2591	ROHDE BROTHERS INC	56846	31,000.00	CO2 TANK REPLACEMENT AND	REMOVAL	Water
03/13/2025	2560	GRAYMONT WESTERN LIME INC	35236495RI	5,047.48	HYDRATED LIME		Water
03/31/2025	2598	U S BANK	03-12-25	426.60	BADGER METER INC	FEB 2025 METER READS	Water
03/31/2025	2598	U S BANK	03-12-25	46.75	4TE*CULLIGAN WATER CONDIR	LAB WATER	Water
03/06/2025	2532	DIVERSIFIED BENEFIT SERVICES INC	434922	16.00	FEB FSA-WATER-4 EES @\$.4.	00 EACH	Water
03/31/2025	2643	U S BANK	03-25-25	34.39	WM SUPERCENTER #2986	OFFICE/CLEANING SUPPLIES	Water
03/27/2025	60085	VAN SISTINE HOMES LLC	4 ADD FM/WATER	28,000.00	4TH ADD FM OVERSIZING		Water
03/13/2025	2562	MCMAHON	938179	5,999.25	JAN PROFESSIONAL SERVICES	CONTRACT A	Water
03/31/2025	2598	U S BANK	03-12-25	289.99	USABLEBOOK	SUPPLIES	Water
03/31/2025	2614	U S BANK	03-25-25	271.92	U.S. CELLULAR	AIRTIME 1/22-2/21	Water
03/20/2025	60024	BRIDGEWOOD LUXURY APARTMENTS	000048979	35.47	OVERPD FINAL ACCOUNT	000026070	Water
03/31/2025	2643	U S BANK	03-25-25	79.94	AMAZON MKTPL*BR8G65ZM3	TORQUE WRENCH	Water
03/13/2025	2564	MICHELS	480496	129.55	BACKFILL		Water
03/06/2025	2538	JIM FISCHER INC	CN7-24 PAY #6	19,331.53	PAY REQUEST #6_CONTRACT 7	-24	Water
03/31/2025	2598	U S BANK	03-12-25	801.20	HAWKINS INC	AMMONIA HYDROXIDE	Water
03/31/2025	2643	U S BANK	03-25-25	17.97	AMAZON MKTPL*O63GY1CJ3	SAWZALL BLADES	Water

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description
03/31/2025	2598	U S BANK	03-12-25	110.00	LODGE KOHLER HOTEL & S	WRWA CONF MACH HOTEL DEPO	Water
03/27/2025	60085	VAN SISTINE HOMES LLC	4 ADD FM/WATER	-4,066.72	4TH ADD FM INSPECTION COS	TS	Water
03/20/2025	2582	GRAYMONT WESTERN LIME INC	35236802RI	4,942.11	HYDRATED LIME		Water
03/31/2025	2643	U S BANK	03-25-25	1,905.00	SERVICE MOTOR COMPANY DAL	18" BUCKET	Water
03/20/2025	60046	ROOU, SUSAN	000045859	156.32	OVERPD FINAL ACCOUNT	000014088	Water
03/20/2025	2585	MICHELIS	480607	3,552.45	COLD PATCH		Water
03/27/2025	60056	BERGMAN, JUDITH	000021479	11.73	OVERPD FINAL ACCOUNT	000013820	Water
03/13/2025	2560	GRAYMONT WESTERN LIME INC	35236717RI	5,936.70	HYDRATED LIME		Water
03/31/2025	2598	U S BANK	03-12-25	151.29	PICK N SAVE #412	TEAM BUILDING LUNCH	Water
03/31/2025	2643	U S BANK	03-25-25	336.94	IDEXX DISTRIBUTION INC	LAB REAGENTS	Water
03/31/2025	2598	U S BANK	03-12-25	23.00	IN *ENABLING ELEMENTS, IN	BOOSTER STAT TELEMETRY	Water
03/31/2025	2598	U S BANK	03-12-25	10.13	DSPS E SERVICE FEE COM	PROC FEE	Water
03/20/2025	2583	KRUEGER TRUE VALUE	164500	21.32	HARDWARE / LIGHT BULBS		Water
03/31/2025	2574	U S BANK	03-12-25	38.00	ASC EMPL SOLTN PRTL ECOM	EXIT AUDIOGRAM-BIESE	Water
03/06/2025	2533	DONALD HIETPAS & SONS INC	CN3-24 FINAL	33,733.02	PAY REQUEST NO_9_FINAL_CO	NTRACT 3-24	Water
03/13/2025	2559	GRAEF	137250	2,959.06	GIS MAINTENANCE THRU 2/1		Water
03/31/2025	2643	U S BANK	03-25-25	70.85	AMAZON MKTPL *F29GL7RS3	SAWZALL BLADES	Water
03/31/2025	2643	U S BANK	03-25-25	163.89	AMAZON MKTPL *F29GL7RS3	CAM LOCKS/GATE REMOTES	Water
03/20/2025	60049	TROJAN TECHNOLOGIES INC	20033547	1,604.79	UV SENSOR VALIDATION		Water
03/20/2025	2583	KRUEGER TRUE VALUE	164152	40.44	SHOP SUPPLIES		Water
03/20/2025	60052	WISCONSIN PUBLIC SERVICE	5387786185	96.53	FEB 2025 PUMPING ELECTRIC		Water
03/31/2025	2598	U S BANK	03-12-25	31.00	WI STATE HYGIENE LAB	LAB TEST	Water
03/31/2025	2598	U S BANK	03-12-25	13.39	THE UPS STORE 2376	LAB SHIPPING	Water

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02	Fund Description
03/06/2025	2536	HYDRITE CHEMICAL COMPANY	202500009784	8,286.76	SODIUM HYPOCHLORITE		Water
03/31/2025	2643	U S BANK	03-25-25	123.75	NORTHERN LAKE SERVICE- IN	LAB TESTS	Water
03/31/2025	2614	U S BANK	03-25-25	479,404.80	LANDIS+GYR TECHNOLOGY,	TRANSPONDERS	Water
03/31/2025	2643	U S BANK	03-25-25	139.00	AMAZON PRIME*EM8KB9ZU3	PRIME MEMBERSHIP	Water
03/20/2025	2583	KRUEGER TRUE VALUE	164518	10.77	SHOP SUPPLIES		Water
03/31/2025	2643	U S BANK	03-25-25	1,586.07	IDEXX DISTRIBUTION INC	LAB SUPPLIES/MEDIA	Water
03/20/2025	2583	KRUEGER TRUE VALUE	164119	28.78	PVC CEMENT		Water
03/27/2025	60085	VAN SISTINE HOMES LLC	4 ADD FM/WATER	-4,381.24	3RD ADD FM INSPECTION COS	TS	Water
03/20/2025	60052	WISCONSIN PUBLIC SERVICE	5387786185	3.93	JAN 2025 PUMPING HEAT		Water
03/20/2025	2583	KRUEGER TRUE VALUE	164113	26.07	PRY BAR / PIPE PLUG / TOR CH TIP		Water
03/27/2025	2605	GRAYMONT WESTERN LIME INC	35237336RI	5,016.64	HYDRATED LIME		Water
03/20/2025	2579	DIVERSIFIED BENEFIT SERVICES INC	436620	59.15	MAR HRA WATER- 13 EES @4.	55 EA	Water
03/31/2025	2598	U S BANK	03-12-25	67.99	AMAZON MKTPL *V950Q86L3	SAWZALL BLADES	Water
03/20/2025	2582	GRAYMONT WESTERN LIME INC	35236961RI	5,229.95	HYDRATED LIME		Water
03/31/2025	2643	U S BANK	03-25-25	43.67	AMAZON MKTPL *BR8G85ZM3	TONER/FRAMES	Water
03/31/2025	2598	U S BANK	03-12-25	5,010.03	HAWKINS INC	SODIUM PERMANGANATE	Water
03/31/2025	2598	U S BANK	03-12-25	281.14	SENSOREX	PH PROBE	Water
03/31/2025	2598	U S BANK	03-12-25	31.39	MENARDS APPLETON WEST WI	STEP DRILL BIT SET	Water
<b>Overall - Total</b>				<b>726,095.97</b>			

**Storm Water Citizen's Advisory Board**  
**Monthly Report**  
**April 2025**

1. Annual Storm Water Report: The annual report for our Municipal Separate Storm Sewer System (MS4) was submitted to WDNR at the end of March. The report is attached for review.
2. Storm Water Planning Grant: Staff is applying to WDNR for a planning grant to update the 2013 storm water management plan. This project is in the 2025 capital improvement budget. We expect to hear in early fall if the application has been successful.
3. S. Commercial Street: Storm sewer replacement on S. Commercial Street from Stanley to Tyler should be completed in the week of 4/21 as the first phase of that reconstruction project. Most of the existing storm sewer mains are being replaced and upsized. New catch basins are also being installed. Much of the storm water flow on the north end of the project is being directed to the Douglas Park Pond. Those connections are now in place.

# Submittal of Annual Reports and Other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

**NOTE:** Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

Form 3400-224(R8/2021)

## Reporting Information :

Will you be completing the Annual Report or other submittal type?  Annual Report  Other

**Project Name:** 2024 Annual Report

**County:** Winnebago

**Municipality:** Neenah, City

**Permit Number:** S050075

**Facility Number:** 31112

**Reporting Year:** 2024

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable?  Yes  No

## Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

### Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
  - Public Education and Outreach Annual Report Summary
  - Public Involvement and Participation Annual Report Summary
  - Illicit Discharge Detection and Elimination Annual Report Summary
  - Construction Site Pollution Control Annual Report Summary
  - Post-Construction Storm Water Management Annual Report Summary
  - Pollution Prevention Annual Report Summary
    - Leaf and Yard Waste Management
    - Municipal Facility (BMP) Inspection Report
    - Municipal Property SWPPP
    - Municipally Property Inspection Report
    - Winter Road Maintenance
  - Storm Sewer Map Annual Report Attachment
  - Storm Water Quality Management Annual Report Attachment
  - TMDL Attachment
  - Storm Water Consortium/Group Report

- Municipal Cooperation Attachment
- Other Annual Report Attachment
  
- Attach the following permit compliance documents as appropriate using the attachments tab above
  - Storm Water Management Program
    - Public Education and Outreach Program
    - Public Involvement and Participation Program
    - Illicit Discharge Detection and Elimination Program
    - Construction Site Pollutant Control Program
    - Post-Construction Storm Water Management Program
    - Pollution Prevention Program
      - Municipal Storm Water Management Facility (BMP) Inventory
      - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
  - Total Maximum Daily Load documents (*\*if applicable, see permit for due dates.*)
    - TMDL Mapping\*
    - TMDL Modeling\*
    - TMDL Implementation Plan\*
    - Fecal Coliform Screening Parameter \*
    - Fecal Coliform Inventory and Map (*S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022*)
    - Fecal Coliform Source Elimination Plan (*S050075-03 general permittees Appendix B - document due to the department by October 31, 2023*)
  
- Sign and Submit form

**Municipal Contact Information- Complete**

**Notice:** Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

**Note:** Compliance items must be submitted using the Attachments tab.

**Municipality Information**

**Name of Municipality:** Neenah, City

**Facility ID # or (FIN):** 31112

**Updated Information:**  Check to update mailing address information

**Mailing Address:** 211 Walnut Street

**Mailing Address 2:**

**City:** Neenah, City

**State:** WI

**Zip Code:** 54956      xxxxx or xxxxx-xxxx

**Primary Municipal Contact Person (Authorized Representative for MS4 Permit)**

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

Select to **create new** primary contact

**First Name:** Gerry

**Last Name:** Kaiser

Select to **update** current contact information

**Title:** DPW

**Mailing Address:** 211 Walnut Street

**Mailing Address 2:**

**City:** Neenah

**State:** WI

**Zip Code:** 54957      xxxxx or xxxxx-xxxx

**Phone Number:** 920-886-6241      Ext:      xxx-xxx-xxxx

**Email:** gkaiser@neenahwi.gov

**Additional Contacts Information (Optional)**

- I&E Program
- IDDE Program
- IDDE Response Procedure Manual

**Individual with responsibility for:  
(Check all that apply)**

- Municipal-wide Water Quality Plan
- Ordinances
- Pollution Prevention Program
- Post-Construction Program
- Winter roadway maintenance

**First Name:** Heath

**Last Name:** Kummerow

**Title:** Engineer

**Mailing Address:** 211 Walnut Street

**Mailing Address 2:**

**City:** Neenah

**State:** WI

**Zip Code:** 54956      xxxxx or xxxxx-xxxx

**Phone Number:** 920-886-6245      Ext:      xxx-xxx-xxxx

**Email:** hkummerow@neenahwi.gov

**Individual with responsibility for:  
(Check all that apply)**

- I&E Program
- IDDE Program
- IDDE Response Procedure Manual
- Municipal-wide Water Quality Plan
- Ordinances
- Pollution Prevention Program
- Post-Construction Program
- Winter roadway maintenance

**First Name:** Greg

**Last Name:** Radtke

**Title:** Superintendent

**Mailing Address:** 211 Walnut Street

**Mailing Address 2:**

**City:** Neenah

**State:** WI

**Zip Code:** 54956      xxxxx or xxxxx-xxxx

**Phone Number:** 920-886-6262      Ext:      xxx-xxx-xxxx

**Email:** gradtke@neenahwi.gov

- I&E Program
- IDDE Program
- IDDE Response Procedure Manual

Individual with responsibility for:  
(Check all that apply)

- Municipal-wide Water Quality Plan
- Ordinances
- Pollution Prevention Program
- Post-Construction Program
- Winter roadway maintenance

First Name: Kevin

Last Name: Prost

Title: Engineering Tech

Mailing Address: 211 Walnut Street

Mailing Address 2:

City: Neenah

State: WI

Zip Code: 54956      xxxxx or xxxxx-xxxx

Phone Number: 920-886-6247      Ext:      xxx-xxx-xxxx

Email: kprost@neenahwi.gov

### Municipal Billing Contact Person (Authorized Representative for MS4 Permit)

Select to **create new** Billing contact

First Name: Gerry

Last Name: Kaiser

Select to **update** current contact information

Title:

Mailing Address: 211 Walnut Street

Mailing Address 2:

City: Neenah

State: WI

Zip Code: 54956      xxxxx or xxxxx-xxxx

Phone Number: 920-886-6241      Ext:      xxx-xxx-xxxx

Email: gkaiser@neenahwi.gov

1. Does the municipality rely on another entity to satisfy some of the permit requirements?

Yes    No

Public Education and Outreach   Northeast Stormwater Consortium (NEWSC)

Public Involvement and Participation   Northeast Stormwater Consortium (NEWSC)

Illicit Discharge Detection and Elimination

Construction Site Pollutant Control

Post-Construction Storm Water Management Wisconsin Lake & Pond Resources; McMahon Associates

Pollution Prevention

Storm Water Management Facility Inspections: Wisconsin Lake & Pond Resources; McMahon Associates

Public Works Yards and Other Municipally Owned Properties: \_\_\_\_\_

Street Sweeping/Cleaning Program: \_\_\_\_\_

Catch Basin Sump Cleaning Program: \_\_\_\_\_

Leaf Collection Program: \_\_\_\_\_

Winter Road Management: \_\_\_\_\_

Internal Staff Education & Communication: \_\_\_\_\_

Storm Sewer System Map: \_\_\_\_\_

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

Yes  No

**Minimum Control Measures- Section 1 : Complete**

**1. Public Education and Outreach**

- a. Does MS4 conduct any educational efforts or events independently (not with a group)  Yes  No
- b. How many total educational events were held during the reporting year:
- c. Were any of the public education and outreach delivery mechanisms conducted during the reporting year active or interactive?  Yes  No
- d. Please select all storm water topics, target audiences, and delivery mechanisms used in the reporting year

Public Education and Outreach Delivery Mechanisms (Active and Passive)	
Active/Interactive Mechanisms	Passive Mechanisms
<input type="checkbox"/> Education activities (school presentations, summer camps) <input checked="" type="checkbox"/> Information booth at event <input type="checkbox"/> Targeted group training (contractors, consultants, etc.) <input checked="" type="checkbox"/> Government event (public hearing, council meeting) <input checked="" type="checkbox"/> Workshops <input type="checkbox"/> Tours <input type="checkbox"/> Other: <input style="width: 200px;" type="text"/>	<input checked="" type="checkbox"/> Passive print media (brochures at front desk, posters, etc.) <input checked="" type="checkbox"/> Distribution of print media (mailings, newsletters, etc.) via mail or email. <input checked="" type="checkbox"/> Media offerings (radio and TV ads, press release, etc.) <input checked="" type="checkbox"/> Social media posts <input type="checkbox"/> Signage <input checked="" type="checkbox"/> Website <input type="checkbox"/> Other: <input style="width: 200px;" type="text"/>

Topics Covered	Target Audience
<input checked="" type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input checked="" type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input checked="" type="checkbox"/> Construction sites and post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input style="width: 200px;" type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input type="checkbox"/> Other: <input style="width: 200px;" type="text"/>

- e. Will additional information/summary of these education events be attached to the annual report?  Yes  No

If no, please provide additional comment in the brief explanation box below. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Please see "Neenah Outreach" file.

**Minimum Control Measures - Section 2 : Complete****2. Public Involvement and Participation**

a. Permit Activities. Select all of the following topics the Permittee did to engage public participation and involvement.

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input type="checkbox"/> Other	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No

b. Volunteer Activities. Select all of the following audiences targeted for volunteer involvement and participation related to storm water.

NA (Individual Permittee)

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	101 +	<input checked="" type="radio"/> Yes <input type="radio"/> No

c. Brief explanation on Public Involvement and Participation reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Please see attached Public Outreach file.

**Minimum Control Measures - Section 3 : Complete****3. Illicit Discharge Detection and Elimination**

a. How many total outfalls does the municipality have?	151
b. How many major outfalls does the municipality have?	55
c. How many outfalls did the municipality evaluate as part of their	53

routine ongoing field screening program?

- d. From the municipality's routine screening, how many were confirmed illicit discharges?
- e. How many illicit discharge complaints did the municipality receive?
- f. From the complaints received, how many were confirmed illicit discharges?
- g. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)?

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- h. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.

- Verbal Warning
- Written Warning (including email)
- Notice of Violation
- Civil Penalty/ Citation

Additional Information: \_\_\_\_\_

- i. Brief explanation on Illicit Discharge Detection and Elimination reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 4 : Complete

### 4. Construction Site Pollutant Control

- a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year?
- b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year?
- c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)?
- d. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.
- Verbal Warning
- Written Warning (including email)

- Notice of Violation
- Civil Penalty/ Citation
- Stop Work Order
- Forfeiture of Deposit
- Other - Describe below

0

e. Brief explanation on Construction Site Pollutant Control reporting . *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Subdivision with more than one acre have a permit but lots within the subdivision also have permits and inspections were performed and recorded under the smaller lots.

**Minimum Control Measures - Section 5 : Complete**

**5. Post-Construction Storm Water Management**

a. How many new structural storm water management Best Management Practice (BMP) have received local approval ? 2

\*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement,

b. Does the MS4 have procedures for inspecting and maintaining private storm water facilities?  Yes  No

c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year ? 7  
Inspections completed by private landowners should be included in the reported number.

d. Does the municipality utilize privately owned storm water management BMP in its pollutant reduction analysis?  Yes  No

e. Does MS4 have maintenance authority on these privately owned BMPs?  
 Yes  No

f. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.

<input checked="" type="checkbox"/> Verbal Warning	0
<input checked="" type="checkbox"/> Written Warning (including email)	0
<input checked="" type="checkbox"/> Notice of Violation	0
<input checked="" type="checkbox"/> Civil Penalty/ Citation	0
<input type="checkbox"/> Forfeiture of Deposit	
<input checked="" type="checkbox"/> Complete Maintenance	0

Bill Responsible Party

0

Other - Describe below

- g. Brief explanation on Post-Construction Storm Water Management reporting. *If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.*

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 6 : Complete

### 6. Pollution Prevention

Storm Water Management Best Management Practice Inspections  Not Applicable

- a. Enter the total number of "municipally owned" (i.e., publicly owned BMPs) or operated (i. e., privately owned BMPs) structural storm water management best management practices.
- b. How many new municipally owned storm water management best management practices were installed in the reporting year?
- c. How many municipally owned (public) storm water management best management practices were inspected in the reporting year?
- d. What elements are looked at during inspections (250 character limit)?
- e. How many of these facilities required maintenance?
- f. Brief explanation on Storm Water Management Best Management Practice inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Public Works Yards & Other Municipally Owned Properties that require a stormwater pollution prevention plan (SWPPP)\*  Not Applicable

- g. How many municipal properties require a SWPPP?
- h. How many inspections of municipal properties have been conducted in the reporting year?
- i. Have amendments to the SWPPPs been made?  
 Yes  No
- j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:

k.

Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

\* Any municipally owned property that has the potential to generate stormwater pollution should have a SWPPP. For example, if a municipal property stores compost piles, material storage, yard wastes, etc., outside and can contaminate stormwater runoff—a SWPPP is required.

Collection Services - *Street Sweeping Program*  Not Applicable

- l. Did the municipality conduct street sweeping during the reporting year?  
 Yes  No
- m. If known, how many tons of material was removed?
- n. Does the municipality have a [low hazard exemption](#) for this material?  Yes  No
- o. If street sweeping is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?  
 Yes - Explain frequency 2 to 3 weeks depending on land use area  
 No - Explain \_\_\_\_\_  
 Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program*  Not Applicable

- p. Did the municipality conduct catch basin sump cleaning during the reporting year?  Yes  No
- q. How many catch basin sumps were cleaned in the reporting year?
- r. If known, how many tons of material was collected?
- s. Does the municipality have a low hazard exemption for this material?  Yes  No
- t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?  
 Yes- Explain frequency 25% of the catch basins per year  
 No - Explain \_\_\_\_\_  
 Not Applicable

Collection Services - *Leaf Collection Program*  Not Applicable

- u. Does the municipality conduct curbside leaf collection?  Yes  No
- v. Does the municipality notify homeowners about pickup?  Yes  No
- w. Where are the residents directed to store the leaves for collection?  
 Pile on terrace  Pile in street  Bags on terrace  
 Other - Describe \_\_\_\_\_
- x. What is the frequency of collection?

once a week

y. Is collection followed by street sweeping?  Yes  No

z. Brief explanation on Collection Services reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page*

Winter Road Management  Not Applicable

\*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? *(One mile of a two-way road equals two lane miles.)*

ab. Provide amount of de-icing products used by month last winter season?  
Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
Salt	<input type="text" value="20"/>	<input type="text" value="0"/>	<input type="text" value="75"/>	<input type="text" value="95"/>	<input type="text" value="220"/>	<input type="text" value="140"/>

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
Brine	<input type="text" value="2000"/>	<input type="text" value="5000"/>	<input type="text" value="12000"/>	<input type="text" value="20500"/>	<input type="text" value="7300"/>	<input type="text" value="4800"/>

ac. Was salt applying machinery calibrated in the reporting year?  Yes  No

ad. Have municipal personnel attended salt reduction strategy training in the reporting year?  Yes  No

Training Date	Training Name	# Attendance
<input type="text" value="9/25/2024"/>	<input type="text" value="APWA &amp; WI Saltwise"/>	<input type="text" value="20"/>

ae. Brief explanation on Winter Road Management reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

Quantities are documented after each event.

### Internal (Staff) Education & Communication

af. Has the municipality provided an opportunity for internal training or education to staff implementing the municipality's procedures for each of the pollution prevention program element?  Yes  No

If yes, describe what training was provided (250 character limit):

Employees are instructed on sediment tracking, truck washout, grounds maintenance and fueling procedures.

ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs, procedures and pollution prevention program requirements.

Elected Officials

Elected Officials are made aware of the requirements during Council meetings, budget meetings, plan commission meetings, stormwater advisory committee meetings and during review of the annual report.

#### Municipal Officials

Municipal Officials are made aware of permit requirements at public meetings and from staff.

Appropriate Staff ( such as operators, Department heads, and those that interact with public)

Neenah staff attend conferences and trainings, and review DNR updates.

- ah. Brief explanation on Internal Education reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 7 : Complete

### 7. Storm Sewer System Map

- a. Did the municipality update their storm sewer map this year?

Yes  No

If yes, check the areas the map items that got updated or changed:

- Storm water treatment facilities  
 Storm pipes  
 Vegetated swales  
 Outfalls  
 Other - Describe below

Map was updated with new pipes as well as corrections.

- b. Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The City added new BMPs, catch basins and storm sewer in a new subdivision which were added to the map.

**Final Evaluation - Complete****Fiscal Analysis**

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

<b>Annual Expenditure</b> Reporting Year	<b>Budget</b> Reporting Year	<b>Budget</b> Upcoming Year	<b>Source of Funds</b>
---	---------------------------------	--------------------------------	------------------------

**Element:** Public Education and Outreach

1461	1497	2543	<u>Storm water utility</u>
------	------	------	----------------------------

**Element:** Public Involvement and Participation

2922	2995	5086	<u>Storm water utility</u>
------	------	------	----------------------------

**Element:** Illicit Discharge Detection and Elimination

26203	26203	27382	<u>Storm water utility</u>
-------	-------	-------	----------------------------

**Element:** Construction Site Pollutant Control

20652	20652	21552	<u>Storm water utility</u>
-------	-------	-------	----------------------------

**Element:** Post-Construction Storm Water Management

13768	13768	14368	<u>Storm water utility</u>
-------	-------	-------	----------------------------

**Element:** Pollution Prevention

470890	489350	508710	<u>Storm water utility</u>
--------	--------	--------	----------------------------

**Other (describe)**

			<u>Select...</u>
--	--	--	------------------

Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters.*

**Water Quality**

**a:** Were there any known water quality improvements in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes  No  Unsure      If Yes, explain below:

**b:** Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes  No  Unsure      If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

Yes  No  Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

Yes  No  Unsure

### Storm Water Quality Management

a. Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)?  Yes  No

b. If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:

Total suspended solids (TSS)

Total phosphorus (TP)

### Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*

Public Works staff are continuing to convert to digital inspections. The City intends to focus on constructing BMPs in the Lake Winnebago and Fox River watersheds to meet TMDL limits.

**Requests for Assistance on Understanding Permit Programs**

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Pollutant Control
- Post-Construction Storm Water Management
- Pollution Prevention
- Storm Water Quality Management
- Storm Sewer System Map
- Water Quality Concerns
- Compliance Schedule Items Due
- MS4 Program Evaluation

## Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

\*Required Item

**Note:** To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

### Storm Sewer System Map

 File Attachment

[Neenah Storm 2024 Map.pdf](#)

### Attach - Other Supporting Documents

AR EO

 File Attachment

[Neenah Outreach.xlsx](#)

AR EO

 File Attachment

[City Website 2024.docx](#)

AR IP

 File Attachment

[Neenah 2024 Mailings.pdf](#)

AR IP

 File Attachment

[NEWSC 2024.html](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

### Attach - Permit Compliance Documents

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

## Sign and Submit Your Application

### Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

**NOTE:** For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

### Terms and Conditions

**Certification:** I hereby certify that I am an authorized representative of the municipality covered under Neenah, City MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- Authorized municipal contact using WAMS ID.
- Delegation of Signature Authority ( Form 3400-220 ) for agent signing on the behalf of the authorized municipal contact.
- Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

**Name:** Gerry Kaiser

**Title:** Director of Public Works

Authorized Signature.

- I accept the above terms and conditions.

Signed by : i:0#.f|wamsmembership|gerkai on 2025-03-31T15:52:06

You have already signed and submitted this application to the DNR. Please [contact the Wisconsin DNR](#) for assistance.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.



# 2024 Water Quality Report

**DRAFT**

## Neenah Water: Quality From the Tap

This is the annual report on the quality of water delivered by the Neenah Water Utility. This report meets the Federal Safe Drinking Water Act (SDWA) requirements for “Consumer Confidence Reports,” and contains information on the source of Neenah’s water, its constituents, and the health risks associated with the contaminants.

### Lake Winnebago is Primary Source of Neenah Drinking Water

The Neenah Water Treatment Plant is supplied by surface water from Lake Winnebago. We also have an emergency intake in the Fox River near Riverside Park. The sources of drinking water, both tap water and bottled water, include rivers, lakes, streams, ponds, reservoirs, springs and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or human activity.

Contaminants that may be present in source water include:

1. Microbial contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations and wildlife.
2. Inorganic contaminants, such as salts and metals, which can be naturally occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining or farming.
3. Pesticides and herbicides, which may come from a variety of sources such as agriculture, urban storm water runoff and residential uses.
4. Organic chemical contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban storm water runoff and septic systems.
5. Radioactive contaminants, which can be naturally occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, the EPA prescribes regulations that limit the amount of certain contaminants in water provided by public water systems. FDA regulations establish limits for contaminants in bottled water, which shall provide the same protection for public health.

To obtain a summary of the source water assessment please contact Gary Gorges at 920-886-6196.



### HEALTH INFORMATION

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency’s safe drinking water hotline at 800-426-4791.

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. The EPA/CDC guidelines on appropriate means to lessen the risk of infection by cryptosporidium and other microbial contaminants are available from the Environmental Protection Agency’s safe drinking water hotline at 800-426-4791.

Este informe contiene información importante acerca de su agua potable. Haga que alguien lo traduzca para usted, o hable con alguien que lo entienda.

Dlaim ntawv tshaabzu nuav muaj lug tseemceeb heev nyob rua huv kws has txug cov dlej mej haus. Kuas ib tug paab txhais rua koj, los nrug ib tug kws paub lug.

Term	Definition
AL . . . . .	Action Level: The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.
HA . . . . .	Health Advisory: An estimate of acceptable drinking water levels for a chemical substance based on health effects information.
HAL . . . . .	Health Advisory Level: The concentrations of a contaminant which, if exceeded, poses a health risk and may require a system to post a public notice. Health Advisories are determined by US EPA.
HI . . . . .	Hazard Index: Is used to assess the potential health impacts associated with mixtures of contaminants. Hazard Index guidance for a class of contaminants or mixture of contaminants may be determined by the US EPA or Wisconsin Department of Health Services. If a Health Index is exceeded a system may be required to post a public notice.
Level Found . . . . .	For Disinfection Byproducts: The Level Found for MCL compliance is calculated using the locational running annual average (LRAA) of samples from each monitoring location across the system.
Level 1 Assessment . . . . .	A Level 1 Assessment is a study of the water system to identify potential problems and determine, if possible, why total coliform bacteria have been found in our water system.
MCL . . . . .	Maximum Contaminant Level: The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.
MCLG . . . . .	Maximum Contaminant Level Goal: The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.
MRDL . . . . .	Maximum Residual Disinfectant Level: The highest level of a disinfectant allowed in drinking water. There is convincing evidence that the addition of a disinfectant is necessary for control of microbial contaminants.
MRDLG . . . . .	Maximum Residual Disinfectant Level Goal: The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
mrem/year . . . . .	Millirems per year (a measure of radiation absorbed by the body)
NTU . . . . .	Nephelometric Turbidity Units
pCi/l . . . . .	Picocuries per liter (a measure of radioactivity)
ppm . . . . .	Parts per million, or milligrams per liter (mg/l)
ppb . . . . .	Parts per billion, or micrograms per liter (ug/l)
ppt . . . . .	Parts per trillion, or nanograms per liter
RPHGS . . . . .	Recommended Public Health Groundwater Standards: Groundwater standards proposed by the Wisconsin Department of Health Services. The concentration of a contaminant which, if exceeded, poses a health risk and may require a system to post a public notice.
SMCL . . . . .	Secondary drinking water standards or Secondary Maximum Contaminant Levels drinking water. The SMCLs do not represent health standards.
TCR . . . . .	Total Coliform Rule
TT . . . . .	Treatment Technique: A required process intended to reduce the level of a contaminant in drinking water.

### Detected Contaminants

Your water was tested for many contaminants last year. We are allowed to monitor for some contaminants less frequently than once a year. The following tables list only those contaminants which were detected in your water. If a contaminant was detected last year, it will appear in the following tables without a sample date. If the contaminant was not monitored last year, but was detected within the last 5 years, it will appear in the tables below along with the sample date.

### Disinfection Byproducts

Contaminant (units)	Site	MCL	MCLG	Level Found	Range	Sample Date (if prior to 2024)	Violation	Typical Source of Contaminant
HAA5 (ppb)	D10	60	60	21	16—29		No	By-product of drinking water chlorination
TTHM (ppb)	D10	80	0	42	30.2—54.6		No	By-product of drinking water chlorination
HAA5 (ppb)	D16	60	60	18	13—25		No	By-product of drinking water chlorination
TTHM (ppb)	D16	80	0	42.6	27.3—61.5		No	By-product of drinking water chlorination
HAA5 (ppb)	D17	60	60	22	16—27		No	By-product of drinking water chlorination
TTHM (ppb)	D17	80	0	43.8	30.9—54.3		No	By-product of drinking water chlorination
HAA5 (ppb)	D4	60	60	20	15—26		No	By-product of drinking water chlorination
TTHM (ppb)	D4	80	0	45.4	31.5—59.1		No	By-product of drinking water chlorination

### Inorganic Contaminants

Contaminant (units)	MCL	MCLG	Level Found	Range	Sample Date (if prior to 2024)	Violation	Typical Source of Contaminant
ARSENIC (ppb)	10	N/A	0	0	2021	No	Erosion of natural deposits; Runoff from orchards; Runoff from glass and electronics production wastes
BARIUM (ppm)	2	2	0.005	0.005		No	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits
CHROMIUM (ppb)	100	100	1	1	2021	No	Discharge from steel and pulp mills; Erosion of natural deposits
FLUORIDE (ppm)	4	4	0.7	0.7		No	Erosion of natural deposits; Water additive which promotes strong teeth; Discharge from fertilizer and aluminum factories

**Inorganic Contaminants** (continued)

Contaminant (units)	MCL	MCLG	Level Found	Range	Sample Date (if prior to 2024)	Violation	Typical Source of Contaminant
NICKEL (ppb)	100	N/A	0.3900	0.3900	2020	No	Nickel occurs naturally in soils, ground water and surface waters and is often used in electroplating, stainless steel and alloy products
NITRATE (NO3-N) (ppm)	10	10	0.50	0.50		No	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits
SODIUM (ppm)	N/A	N/A	13.00	13.00		No	N/A

Contaminant (units)	Action Level	MCLG	90th Percentile Level Found	Range	# of Results	Sample Date (if prior to 2023)	Violation	Typical Source of Contaminant
COPPER (ppm)	AL=1.3	1.3	0.057	0.0016 – 0.0900	0 of 60 results were above the action level		No	Corrosion of household plumbing systems; Erosion of natural deposits; Leaching from wood preservatives
LEAD (ppb)	AL=15	0	9.90	0.00 – 29.00	4 of 60 results were above the action level		No	Corrosion of household plumbing systems; Erosion of natural deposits

**Synthetic Organic Contaminants** including Pesticides and Herbicides

Contaminant (units)	MCL	MCLG	Level Found	Range	Sample Date (if prior to 2024)	Violation	Typical Source of Contaminant
ATRAZINE (ppb)	3	3	0	0		No	Runoff from herbicide used on crops
HEXACHLOROCYCLOPENTADIENE (ppb)	50	50	0.000	0.000		No	Discharge from chemical factories

**Radioactive Contaminants**

Contaminant (units)	MCL	MCLG	Level Found	Range	Sample Date (if prior to 2024)	Violation	Typical Source of Contaminant
RADIUM, (226+228) (pCi/l)	5	0	1.3	1.3	2023	No	Erosion of natural deposits
COMBINED URANIUM (ug/l)	3	3	0	0	2023	No	Erosion of natural deposits

**Unregulated Contaminant Monitoring Rule Sample Results**

Unregulated contaminants are those for which the EPA has not established drinking water standards. The purpose of unregulated contaminant monitoring is to assist the EPA in determining the occurrence of unregulated contaminants in drinking water and whether future regulation is warranted. The EPA required us to participate in this monitoring. The EPA requires this report to list all unregulated contaminants that have been detected within the past 5 years.

Contaminant (units)	Level Found	Range	Sample Date (if prior to 2024)
METOLACHLOR (DUAL) (ppb)	0.02	0.01–0.02	2023
METOLACHLOR (DUAL) (ppb)	0.09	0.00–0.09	2020

**PFAS Contaminants with a Recommended Health Advisory Level**

Perfluoroalkyl and polyfluoroalkyl substances (PFAS) are a large group of human-made chemicals that have been used in industry and consumer products worldwide since the 1950's. The following table list PFAS contaminants which were detected in your water and that have a Recommended Public Health Groundwater Standard (RPHGS) or Health Advisory Level (HAL). There are no violations for detections of contaminants that exceed the RPHGS or HAL. The RPHGS are levels at which concentrations of the contaminant present a health risk and are based on guidance provided by the Wisconsin Department of Health Services.

Note: The recommended health-based levels in the table below were in effect in 2024. These levels were revised by WDHS in 2025. They can be found at <https://www.dhs.wisconsin.gov/water/gws.htm>.

**Typical Source of Contaminant:** Drinking water is one way that people can be exposed to PFAS. In Wisconsin, two-thirds of people use groundwater as their drinking water source. PFAS can get in groundwater from places that make or use PFAS and release from consumer products in landfills.

**Turbidity Monitoring**

In accordance with s.NR810.29, Wisconsin Administrative Code, the treated surface water is monitored for turbidity to confirm that the filtered water is less than 0.3NTU. Turbidity is a measure of the cloudiness of water. We monitor for it because it is a good indicator of the effectiveness of our filtration system. During the year, the highest single entry point turbidity measurement was 0.21NTU. The lowest monthly percentage of samples meeting the turbidity limits was 100 percent.

**PFAS Contaminants with a Recommended Health Advisory Level** *(continued)*

Contaminant (units)	RPHGS or HAL (PPT)	Level Found	Range	Sample Date (if prior to 2024)
PFBS (ppt)	450,000	0.73	0.68-0.73	2023
PFHXS (ppt)	40	0.49	0.45-0.49	2023
PFHXA (ppt)	150,000	1.40	1.10-1.40	2023
PFOS (ppt)	20	1.00	1.00	2023
PFOA (ppt)	20	1.30	0.92-1.30	2023
PFOA and PFOS Total (ppt)	20	2.30	1.92-2.30	2023

**Contaminants with a Public Health Ground Water Standard, Health Advisory Level or a Secondary Maximum Contaminant Level**

The following table lists contaminants which were detected in your water and that have either a Public Health Groundwater Standard (PHGS), Health Advisory Level (HAL) or a Secondary Maximum contaminant Level (SMCL), or both. There are no violations for detections of contaminants that exceed Health Advisory Levels, Public Health Groundwater Standards or Secondary Maximum Contaminant Levels. Secondary Maximum Contaminant Levels are levels that do not present health concerns but may pose aesthetic problems such as objectionable taste, odor, or color. Public Health Groundwater Standards and Health Advisory Levels are levels at which concentrations of the contaminant present a health risk.

Contaminant (units)	SMCL (ppm)	HAL (ppm)	Level Found	Range	Sample Date (if prior to 2023)	Typical Source of Contaminant
SULFATE (ppm)	250		26	26		Runoff/leaching from natural deposits, industrial wastes

**Microbiological Contaminants**

Coliforms are bacteria that are naturally present in the environment and are used as an indicator that other, potentially harmful, waterborne pathogens may be present or that a potential pathway exists through which contamination may enter the drinking water distribution system. We found coliforms indicating the need to look for potential problems in water treatment or distribution. When this occurs, we are required to conduct assessments to identify problems and to correct any problems that were found during these assessments.

During the past year, we were required to conduct one Level 1 Assessment. All assessments were completed on time.

Assessment Description	Status	Due Date	Completed Date	Violation
Perform Level 1 Assessment: Multiple Total Coliform-positive samples	Completed	7/12/2024	6/20/2024	No

**Additional Information on Service Line Materials**

We are required to develop an inventory of service lines connected to our distribution system by Oct 16, 2024, and to make the inventory publicly accessible. You can access the service line inventory at <https://www.ci.neenah.wi.us/departments/water-department/water-quality/lead-services/>, or by calling 920-886-6191.

**Opportunity for Input on Decisions Affecting Your Water Quality**

The Neenah Water Commission meets at 4:30 pm on the third Monday of each month. Meetings are in the Hauser Room at City Hall, 211 Walnut Street, Neenah.

**Additional Health Information**

Lead can cause serious health effects in people of all ages, especially pregnant women, infants (both formula-fed and breastfed), and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. Neenah Water Utility is responsible for providing high quality drinking water, and removing lead pipes, but cannot control the variety of materials used in plumbing in your home. Because lead levels may vary over time, lead exposure is possible even when your tap sampling results do not detect lead at one point in time. You can help protect yourself and your family by identifying and removing lead materials within your home plumbing and taking steps to reduce your family's risk. Using a filter, certified by an American National Standards Institute accredited certifier to reduce lead, is effective in reducing lead exposures. Follow the instructions provided with the filter to ensure the filter is used properly. Use only cold water for drinking, cooking and making baby formula. Boiling water does not remove lead from water. Before using tap water for drinking, cooking or making baby formula, flush your pipes for several minutes. You can do this by running your tap, taking a shower, doing laundry or a load of dishes. If you have a lead service line or galvanized requiring replacement service line, you may need to flush your pipes for a longer period. If you are concerned about lead in your water and wish to have your water tested, contact Neenah Water Utility Plant Manager, Gary Gorges at 920-886-6196. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available at <https://www.epa.gov/safe-water/lead>.

For more information on any topic in this report, call the numbers listed below:

**Plant Manager, Gary Gorges:**  
920-886-6196

E-mail: [ggorges@neenahwi.gov](mailto:ggorges@neenahwi.gov)

**Water Quality, Treatment, Leaks and Main Breaks:**  
920-886-6190

**Billing Questions, Name Changes, and Final Readings:**  
920-886-6149

**Meter Change Appointments:**  
920-886-6180



## 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*

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# MEMORANDUM

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**DATE:** April 9, 2025  
**TO:** Waterworks Commission  
**FROM:** Anthony L. Mach  
**RE:** Request to Approve Allocating Funds for Repairing the Lagoon Berms

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Staff visited the lagoons this week to inspect the dredging work and found three areas are beginning to collapse into the lagoons. Public Works staff also visited the site to inspect and discuss repair options. The roadways in these areas have become unsafe and must be repaired as soon as possible in order to protect the integrity of the system. Staff are currently obtaining quotes for the work. If quotes are available, they will be presented at this meeting for discussion.

Pictures of the damage are enclosed.

**Staff recommends approving allocating funds for repairing the Lagoon Berms.**



West Lagoon – East Side



**Middle Lagoon – East Side**



**Middle Lagoon – South Side**



## 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*

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# MEMORANDUM

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**DATE:** April 15, 2025  
**TO:** Waterworks Commission  
**FROM:** Anthony L. Mach  
**RE:** Request to Approve Static Mileage Reimbursement for Director Mach

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Per the enclosed Travel Policy, staff are able to request static mileage reimbursement. As our funding is separate from the City's, I am requesting approval for this directly from the Waterworks Commission.

I do not have a Utility vehicle and must use my vehicle for all travels. I would appreciate approving this as it eliminates the requirement to document every trip and saves me time every month. The calculation of static mileage is enclosed.

**Staff recommends approving the static mileage reimbursement for Director Mach effective April 1, 2025.**





Department of Finance  
211 Walnut St. • Neenah WI, 54956  
Phone: 920-886-6141 • Fax: 920-886-6150  
Email: vrasmussen@neenahwi.gov

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## P O L I C Y

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**DATE:** April 1, 2025 **POLICY NO:** 904  
**TITLE:** Travel Policy  
**ISSUER:** Finance  
**COVERAGE:** All City Departments / Employees  
**AUTHORITY:** Common Council Approval on March 19, 2025  
**DURATION:** Indefinite

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### 904.1 PURPOSE

The purpose of this policy is to establish the rules governing travel expenses and to detail procedural matters concerning travel authorization, documentation, and accounting. This policy applies to all travel expenses incurred on behalf of the City of Neenah by employees, elected officials, and members of boards and commissions.

### 904.2 POLICY

The City recognizes that business travel is sometimes necessary to conduct municipal business, attend out-of-town professional conferences, training sessions, and meetings that enhance an employee's skill set. The following provisions outline the types of reimbursement available to employees and the procedures for submitting expenses for reimbursement. While this policy provides general guidelines, it is not expected to cover every possible situation. The City Finance Department will be responsible for interpreting and applying this policy.

### 904.3 TRAVEL EXPENSE GUIDELINES

The following types of travel expenses are allowable in the course of official business:

#### **904.3.1 Transportation**

##### *Air Travel*

For approved out of state travel, commercial air travel shall generally be limited to the least costly "coach" or "economy" fare that uses a regularly scheduled commercial carrier.

##### *Mileage Reimbursement*

Utilization of City vehicles is encouraged for business travel. Any expenses (e.g. gasoline or repairs) attributed to City vehicles, as well as expenses for tolls, parking and garage charges, will be reimbursed upon submittal of receipts.

Private vehicles may be utilized for business travel when City vehicles are not available. Mileage will be reimbursed per the current mileage rate of the Internal Revenue Code, plus tolls, parking and garage charges, upon submittal of receipts and the Expense Report form.

Employees may be eligible for a flat rate monthly mileage reimbursement. Flat rate reimbursement requests require Finance and Personnel Committee approval.

The cost for private vehicles repairs, including but not limited to flat tires, or towing services, generally will not be reimbursed by the City but remain the responsibility of the employee.

### **904.3.2 Lodging**

Employees are expected to ask for the government discount rate or stay at mid-priced and economy hotels unless a conference discount is available at more expensive facilities. Receipts for lodging are required. Personal expenses such as movie rentals, mini bar snacks/drinks and other similar charges will not be reimbursed.

City employees are exempt from paying sales tax in Wisconsin and should avoid doing so by furnishing lodging establishments with the City's Tax-Exempt Number/Certificate, which may be obtained from the City's Finance Department.

Lodging allowance shall be limited to the minimum number of nights required to conduct the assigned City business. Employees choosing to arrive early or stay later will not be allowed reimbursement for additional lodging or related expenses.

Lodging costs are not allowable for meetings or conferences held within 40 miles of the City of Neenah, unless prior written approval is obtained by your supervisor. Employees are encouraged to use the City P-card to pay for lodging expenses.

In order for lodging expenses to be allowable for the night before training, the location of the training relative to the event's start time should be evaluated and determined to be appropriate by the Department Head.

The lodging allowance for an employee is limited to the single rate for a standard room. A single rate is defined as the cost of one basic single room. Optional rooms at added cost, e.g. larger rooms, suites, or rooms with a view, are a personal expense and will not be reimbursed. Likewise, if a spouse or other family member accompanies an employee, only the single rate will be reimbursed.

### **904.3.3 Meal and Incidental Expense Allowances**

While on City business, employees may receive a per diem meal and incidental expense allowance based on the standard Wisconsin rate established by the US General Services Administration (GSA) Standard Continental United States (CONUS) meal rate. This reimbursement is not subject to IRS taxation if the employee complies with the requirements outlined in the "Expense Reports" (904.5) section of this policy.

If meals are provided as part of the conference or event, the employee will not be eligible to receive the per diem meal allowance for the duration of the event. This includes any meals provided by the conference organizers, whether as part of registration or separately arranged meals. Per diem allowances will only be applicable for meals not provided by the conference.

#### **904.3.4 Miscellaneous Travel Expenses**

Miscellaneous expenses such as taxi fares, tips for shuttle drivers, etc. are allowable. Itemized receipts are required for both P-card and reimbursement of these types of expenses.

Expenses for non-business-related activities, such as sightseeing tours, are not allowed and will not be reimbursed.

#### **904.3.5 Registration and/or Tuition Fees**

Registration and tuition fees for professional and technical meetings and conferences are allowable upon submittal of receipts.

#### **904.3.6 Combining Personal Travel with Business Travel**

When combining business travel with personal travel, reimbursement is limited to business expenses for City employees. The City of Neenah will not pay for the additional costs of a spouse, family member, or friend accompanying the traveler.

#### **904.3.7 Expenses Not Reimbursable**

An employee is not eligible for reimbursement for the following expenses:

- Alcohol
- Goods or services provided free of charge or not personally paid for by the employee
- Expenses reimbursed by another source
- Exclusions mentioned in other sections of this policy

If an employee receives reimbursement from another source for any costs that have already been reimbursed by the City, the employee is required to remit the duplicate reimbursement back to the City.

#### **904.3.8 Code of Conduct**

While traveling, employees are representing the City and are expected to conduct themselves in a professional manner that promotes a positive image to instructors, business persons and the general public.

### **904.4 PROCEDURES**

#### **904.4.1 Travel Approval**

All in-state travel must be pre-approved by a Department Head. Travel to the Chicago and Minneapolis areas are considered in-state for purposes of this policy.

Out of state travel requires pre-approval by the Department Head and Mayor.

#### **904.4.2 Purchasing Card (P-Card) Usage**

If the traveling employee has a City P-Card, it is required that the P-Card be used for conference registrations, lodging, transportation, and other like costs. Itemized receipts are required for these expenses. Employees should **not** use the P-card for meal purchases and should instead refer to the “Meal and Incidental Expense Allowances” (904.3.3) section above.

#### **904.5 EXPENSE REPORTS**

Employees seeking reimbursement for travel expenses must submit an expense report to the Finance Department within 60 days of travel. The report should include the following:

- Date(s) of travel
- Location of the trip
- Business purpose of the trip
- Agenda for the conference/meeting
- Itemized receipts for purchases (excluding meals)

All reimbursements for travel will be processed and paid to the employee via the employee’s payroll check.

#### **904.6 FISCAL RESPONSIBILITY**

Employees are expected to exercise sound judgment and fiscal responsibility when incurring travel-related expenses. Travel should be planned with reasonable frugality, ensuring the most cost-effective options are chosen where possible.

Employees are strongly encouraged to minimize travel whenever possible, and to use telephone, teleconferencing, or other electronic communication options to conduct business in lieu of travel.

#### **904.7 POLICY INTERPRETATION AND COMPLIANCE**

In the event of any questions or ambiguities regarding this policy, employees should consult the City Finance Department for clarification and interpretation.

Any violations of this policy, including fraudulent submissions or misuse of travel funds, may result in disciplinary action, up to and including termination.

#### **904.8 CONCLUSION**

This policy aims to balance the need for business travel with the City’s fiscal responsibility. All employees, elected officials, and members of boards and commissions are expected to comply with these guidelines and act in the best interests of the City of Neenah when incurring travel expenses.

#### **904.9 POLICY REVIEW**

This policy will be reviewed periodically to ensure its effectiveness and compliance with applicable laws and regulations.

## **Director's Report**

### **April 21, 2025**

1. Distribution Technician Larry Reckner has announced his retirement in June of 2025. Larry has been with us for 31 years and we wish him a very happy and healthy retirement! The opening in Distribution will be advertised and filled.
2. Water Loss Report.
3. The following applicable items were approved at the March 18, 2025 Board of Public Works meeting:
  - Award Contract 3-25, Utilities and Street Construction on Caroline Street and Hickory Lane to David Tenor Corporation, Green Bay, WI, in the amount of \$808,444.20. The total amount for Water is \$217,735.40.
  - Change Order No. 4, Contract 1-24, Utilities and Street Construction, Belmont Avenue, Belmont Court, Cedar Street, and Stevens Street, to David Tenor Corporation, in the amount of \$23,352.50 for Water final quantity adjustments.
  - Final Payment No. 9, Contract 1-24, Utilities and Street Construction, Belmont Avenue, Belmont Court, Cedar Street, and Stevens Street, to David Tenor Corporation, in the amount of \$3,006.02 for Water on Belmont Ave., \$5,263.85 for Water on Belmont Ct., \$31,847.69 for Water on Cedar St., and \$14,662.50 for Water on Stevens St.
  - Pay Request No. 4, Contract 1-24W, Removal and Replacement of Carbon Dioxide Tank and Related Appurtenances, to Rohde Brothers, Inc., in the amount of \$31,000.00.
  - Change Order No. 2, Contract 2-24W, Booster Station Contract B - Process, Mechanical, Electrical and Plumbing Construction, to Sabel Mechanical LLC., in the amount of (\$4,661.40).
4. The following applicable items were approved at the April 10, 2025 Board of Public Works meeting:
  - Award Contract 5-25, HMA Street Repairs to MCC, Inc., Appleton, WI, in the amount of \$89,559.50. The total amount for Water is \$27,122.22.
  - Pay Request No. 4, Contract 2-24W Booster Station Contract B - Process, Mechanical, Electrical and Plumbing Construction, to Sabel Mechanical LLC, in the amount of \$150,283.35.
5. Booster Station Update.
6. Lagoon Dredging Update.
7. Carbon Dioxide Tank Project Update.
8. Solar Installation Update.
9. The next regular Waterworks Commission meeting is scheduled for Monday, May 19, 2025. This meeting will include the annual audit report.

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

**THREE MONTH TOTALS  
(1000 GALLONS)**

<b>USAGE PERIOD</b>	<b>RAW WATER</b>	<b>FINISHED WATER</b>	<b>BILLED WATER</b>	<b>WATER LOSS ACCOUNTED</b>	<b>WATER LOSS UNACCOUNTED</b>	<b>% WATER LOSS UNACCOUNTED</b>
CURRENT THREE MONTHS (December, January, February)	334,490	320,740	234,642	17,673	68,425	21.33%
MOST RECENT THREE MONTHS (November, December, January)	327,590	312,990	239,137	15,437	58,416	18.66%
1 YEAR AGO (December, January, February)	306,850	296,670	219,080	23,756	53,834	18.15%

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)**

<b>USAGE PERIOD</b>	<b>RAW WATER</b>	<b>FINISHED WATER</b>
Feb, 2025	3.90	3.73
Jan, 2025	3.72	3.58
Feb, 2024	3.50	3.36

Neenah Water Utility - Industrial Tower Solar Array

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	\$ 95.91
36	11/22/2024	12/24/2024	32	4038	5832	1794	35205	35662	457	1337	\$ 70.35
37	12/24/2024	1/24/2025	31	5832	10100	4268	35662	36265	603	3665	\$ 93.50
38	1/24/2025	2/22/2025	29	10100	14082	3982	36265	36693	428	3554	\$ 69.80
39	2/22/2025	3/25/2025	31	14082	18332	4250	36693	37785	1092	3158	\$ 180.64
						52622			37785	14837	\$ 4,383.23

Number of Full Months in Operation		39
Cost of System (Less Incentives)	\$	10,183.00
Projected Payback (Years)		7.55
<b>Total Cost of System</b>	<b>\$</b>	<b>22,886.00</b>
<b>Incentives</b>	<b>\$</b>	<b>12,703.00</b>
<b>Net Cost of System</b>	<b>\$</b>	<b>10,183.00</b>