AGENDA

REGULAR WATER COMMISSION MEETING
AND
STORM WATER CITIZEN ADVISORY BOARD MEETING

Monday, September 15, 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 August 18, 2025 (Attachment)

2. Approve Closed Session Meeting Minutes for August 18, 2025

3. Approve the Invoices for August 2025 (Attachment)

4. Appearances

5. Old Business/New Business

   A. Request to Approve Water Utility Salary Plan Study (Attachment)

   B. Request to Create the Position of Water Utility Business Manager (Attachment)

   C. Request to Approve Final Payment for Contract 1-24W Removal and Replacement of Carbon Dioxide Tank and Related Appurtenances (Attachment)

   D. Request to Approve Final Payment for Contract 2-23W West Side Booster Station Building (Attachment)

   E. Request to Approve Draft Water Supply Service Area Plan (Attachment)

   F. Request to Approve Agreement with McMahon Engineers for Services Relating to the Oak Street Bridge Water Main Project (Attachment)

   G. Director's Report (Attachment)

   H. Any Other Business That May Legally Come Before the Commission

   I. Adjournment

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

MINUTES OF THE NEENAH WATER WORKS COMMISSION
AND
STORM WATER CITIZEN ADVISORY BOARD MEETING
Regular Meeting – August 18, 2025
Hauser Room – City Hall, 211 Walnut Street, Neenah, WI

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

Excused: Commissioner Bauman.

Also Present: Finance Director Rasmussen, Director of HR and Safety Fairchild, and Public Works Engineer Kummerow

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

Approve Special Meeting Minutes for July 16, 2025 – Following discussion, **M.S.C. Hemes/Schmeichel to approve the July 16, 2025 Special Meeting Minutes**. All voting aye.

Approve Closed Session Meeting Minutes for July 16, 2025 – Following discussion, **M.S.C. Steiner/Hemes to approve the July 16, 2025 Closed Session Meeting Minutes**. All voting aye.

Approve the Invoices for July 2025 – Commissioners had no questions about invoices or charges for July 2025.

Following discussion, **M.S.C. Schmeichel/Lang approve the July 2025 invoices**. All voting aye.

Appearances – None.

Old Business/New Business

Storm Water Report – Public Works Engineer Kummerow presented the Storm Water Report including an update on the Courtside Fields Pond and the Douglas Park Pond. Engineer Kummerow noted that the Courtside Fields Pond is designed to be a regional pond which will meet the needs of the Courtside Fields development along with alleviating flooding concerns in the Cecil Street / Congress Street areas. Commissioners asked if there was rock removal needed for the pond. Engineer Kummerow noted that the rock removal would be required. He also noted that the pond design is in progress with a planned start in fall of 2025. Engineer Kummerow then updated the Commission on the status of the Douglas Park Pond. This pond is substantially complete and is working well to alleviate flooding in the Commercial Street corridor. The contractor will be adding a diverse array of aquatic plants and prairie grass seeds to complete the project.

Following discussion, **No action needed**.

Financial Report – Finance Director Rasmussen and Director Mach presented the Six-Month Financial Report for Commission consideration. Highlights of the report include an increase in Water Treatment Expenses due to the dredging and repair of the lagoons and a decrease in Interest Income due to a decrease in LGIP yield for a City-wide study in 2026.

Following discussion, **M.S.C. Steiner/Hemes to accept and place on file the Six-Month Financial Report**. All voting aye.

Benchmark Report – Director Mach presented the Benchmark Report for 2024. Highlights of the report include

a slight increase year over year of Average Day Pumping, increase in the Net Rate Base, significant increase in the Assets-to-Debt Ratio, and an increase in Non-Revenue Water.

Following discussion, **No action needed**.

Director's Report –

1. Water Loss Report – Water loss increased slightly, and staff are out looking for leaks.

2. Booster Station Update – The Booster Station is complete. Staff are waiting for the Engineer to submit paperwork for the final payments.

3. Carbon Dioxide Tank Project Update – The system is working extremely well and performance is exceeding staff expectations.

4. Solar Installation Update – The array has been working well.

5. The next regular Waterworks Commission meeting is scheduled for Monday, September 15, 2025.

Any Other Business That May Legally Come Before the Commission – Commissioners asked Director Mach to work with Director Fairchild to provide options for a Water Utility Salary Plan Study for the September 2025 WWC agenda.

Closed Session – **M.S.C. Hemes/Steiner to convene into closed session pursuant to Wis. Stats. Sec. 19.85(1)(c) for the purpose of considering performance evaluation data and compensation for the Director of Neenah Water Utility**. All voting aye.

The Commission convened into closed session at 5:00 p.m.

Adjournment – **M.S.C. Schmeichel/Hemes to adjourn in closed session at 5:11 p.m.** All voting aye.

Respectfully submitted,

Anthony L. Mach
Director, Neenah Water Utility

WATER UTILITY CASH ACTIVITY
August 2025

Cash Balance Aug 1, 2025		$3,148,343
Cash Receipts		
Water Collection Receipts	686,848	
Other Water Receipts	26,626	
		713,474
Cash Distributions		
Check Register	93,152	
WE Energies	22,473	
Interest Pmt on City Loan	24,468	
Disbursements to the City	155,615	
		295,708
Cash Balance Aug 31, 2025		**3,566,109**

AUG DISBURSEMENTS TO THE CITY

Payroll	105,887
Payroll Benefits	44,245
Vehicle Fuel & Fluids	873
Vehicle Maintenance	891
Postage	75
IS Service	3,492
GIS Services	152
Total Disbursements to the City	**155,615**

REPLACEMENT FUND RESERVES AS OF AUG 2025

Sludge Lagoon	$1,728,413
Vehicles	167,199
Painting Hydrants	76,000
GAC Media Replacement	530,000
Pump Rehab	177,864
Meters/Endpoints	372,726
Boiler Replacement	47,500
Total Replacement Fund Reserves	**$3,099,702**

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02
08/07/2025	3062	DIVERSIFIED BENEFIT SERVICES INC	449113	16.00	JUL FSA-WATER- 4 EES @$4.	00 EACH
08/07/2025	3072	KRUEGER TRUE VALUE	167025	17.99	PAINT	
08/07/2025	3072	KRUEGER TRUE VALUE	167031	20.69	PAINT	
08/07/2025	3061	DIGGERS HOTLINE INC	250725801	335.25	JUL LOCATES	
08/07/2025	3066	GRAYMONT WESTERN LIME INC	35243663RI	4,970.38	HYDRATED LIME	
08/07/2025	3063	FERGUSON WATERWORKS	445159	622.00	REPAIR CLAMP	
08/07/2025	3073	MCMAHON	939771	360.00	JUN PROFESSIONAL SERVICES	CONTRACT B
08/07/2025	3060	CHEMTRADE CHEMICALS US LLC	90270487	7,774.92	FERRIC SULFATE	
08/07/2025	3075	MICHELS	486555	110.21	BACKFILL	
08/14/2025	3098	GRAYMONT WESTERN LIME INC	35244342RI	4,883.00	HYDRATED LIME	
08/14/2025	60671	BRAZEE'S ACE HARDWARE	63805	32.93	SHOP SUPPLIES	
08/14/2025	3093	DIVERSIFIED BENEFIT SERVICES INC	450789	59.15	AUG HRA WATER- 13 EES @ $	4.55 EA
08/14/2025	60684	HARMON, JASON	000039499	221.93	OVERPD FINAL ACCOUNT	000009766
08/14/2025	3103	MICHELS	487069	423.11	BACKFILL	
08/14/2025	3098	GRAYMONT WESTERN LIME INC	35243963RI	5,278.78	HYDRATED LIME	
08/21/2025	3123	FIRE SERVICES PLUS LLC	31681	334.50	ANNUAL FIRE EXTINGUISHERS	INSPECTIONS
08/21/2025	60745	WISCONSIN PUBLIC SERVICE	5576257632	14.32	PUMPING ELECTRIC AUG 2025	
08/21/2025	3127	GRAYMONT WESTERN LIME INC	35244573RI	5,157.99	HYDRATED LIME	
08/21/2025	3122	FERGUSON WATERWORKS	453183	5,875.00	HYD PAINTING	
08/21/2025	3126	GRAEF	139831	4,440.00	DISTRIBUTION MODEL SERVIC	E THRU 7/5
08/21/2025	3126	GRAEF	139837	100.50	GIS MAINTENANCE THRU 7/5	
08/21/2025	60745	WISCONSIN PUBLIC SERVICE	5576257632	17.27	PUMPING HEAT JUL 2025	
08/21/2025	3137	MICHELS	487594	151.10	BACKFILL	
08/21/2025	60745	WISCONSIN PUBLIC SERVICE	5576257632	1.85	PUMPING HEAT AUG 2025	
08/21/2025	3121	DIVERSIFIED BENEFIT SERVICES INC	451770	16.00	AUG FSA-WATER- 4 EES @$4.	00 EACH
08/21/2025	60745	WISCONSIN PUBLIC SERVICE	5576257632	138.42	PUMPING ELECTRIC JUL 2025	
08/21/2025	60742	WISCONSIN DEPT OF NATURAL RESOURCES	WU112709	6,554.00	DNR LAKE WITHDRAWAL FEE	
08/28/2025	3155	GRAYMONT WESTERN LIME INC	35244905RI	5,494.66	HYDRATED LIME	
08/28/2025	3159	HYDRITE CHEMICAL COMPANY	2025000054691	8,076.88	SODIUM HYPOCHLORITE	
08/28/2025	60767	OBERSTADT, HEATHER	000040101	148.12	OVERPD FINAL ACCOUNT	000018998
08/28/2025	60751	BRAZEE'S ACE HARDWARE	63927	11.99	SHOP SUPPLIES	
08/28/2025	60751	BRAZEE'S ACE HARDWARE	63917	2.79	SINK WASHER	
08/28/2025	60750	BESAW, SADIE	000006891	158.97	REFUND OVERPAYMENT	000011468
08/29/2025	3149	U S BANK	08-12-25	44.99	THE HOME DEPOT #4903	AIR HOSE/DRILL BITS
08/29/2025	3198	U S BANK	08-25-25	123.75	NORTHERN LAKE SERVICE	LAB TESTS
08/29/2025	3149	U S BANK	08-12-25	841.58	GUENTHER SUPPLY	PVC PIPE/FITTINGS/VALVES
08/29/2025	3198	U S BANK	08-25-25	3,438.43	AIRGAS - NORTH	CARBON DIOXIDE
08/29/2025	3149	U S BANK	08-12-25	915.44	USABLUEBOOK	LAB REAGENTS/SUPPLIES
08/29/2025	3149	U S BANK	08-12-25	207.32	MORTON SAFETY, LLC	SELF-RETRACTING LIFELINE/
08/29/2025	3149	U S BANK	08-12-25	1,538.76	HAWKINS INC	HYDROFULOSILICIC ACID
08/29/2025	3149	U S BANK	08-12-25	801.20	HAWKINS INC	AMMONIA HYDROXIDE
08/29/2025	3149	U S BANK	08-12-25	99.56	MORTON SAFETY, LLC	RESTRAINT LANYARDS
08/29/2025	3198	U S BANK	08-25-25	121.99	AMAZON MKTPL*EQ6QZ12J3	LAB ELECTROD HOLDER
08/29/2025	3198	U S BANK	08-25-25	100.75	4TE*CULLIGAN WATER CONDIT	LAB WATER
08/29/2025	3149	U S BANK	08-12-25	5,010.03	HAWKINS INC	SODIUM PERMANGANATE
08/29/2025	3149	U S BANK	08-12-25	16.98	AMAZON MKTPL*KT0MT4443	VALVES
08/29/2025	3149	U S BANK	08-12-25	3,677.95	USABLUEBOOK	MTOL TURBIDIMETER
08/29/2025	3198	U S BANK	08-25-25	540.00	EBAY O*13-13471-39548	PANELVIEW COMPUTERS
08/29/2025	3198	U S BANK	08-25-25	260.97	SUPERIOR CHEMICAL LLC	HAND SOAP/ AIR FRESHNER
08/29/2025	3149	U S BANK	08-12-25	-8.07	MENARDS APPLETON WEST WI	RETURN PVC BUSHINGS
08/29/2025	3198	U S BANK	08-25-25	0.90	DNR WS2 EM1 EPAY DEM SRVF	LIC RENEWAL JENS FEES
08/29/2025	3198	U S BANK	08-25-25	73.16	WM SUPERCENTER #2986	VINEGAR/PEROXIDE
08/29/2025	3198	U S BANK	08-25-25	420.00	EBAY O*12-13468-35883	PANELVIEW COMPUTER
08/29/2025	3090	U S BANK	08-12-25	71.00	ASC EMPL SOLTN PRTL ECOM	DRUG & ALCOHOL TESTING -
08/29/2025	3198	U S BANK	08-25-25	4,148.94	LEVENHAGEN OIL CORPORATI	DIESEL- GENERATOR FUEL
08/29/2025	3198	U S BANK	08-25-25	45.00	DNR WS2 EM1 EPAY DEM SALE	DNR LIC RENEWAL JENS
08/29/2025	3149	U S BANK	08-12-25	425.00	PACKER CITY SOFT WATER LL	SOFTENER SALT
08/29/2025	3149	U S BANK	08-12-25	168.64	LINCOLN CONTRACTORS SUPPL	SHOP SUPPLIES
08/29/2025	3149	U S BANK	08-12-25	0.90	DNR WS2 EM1 EPAY DEM SRVF	PROCESS FEE GORGES
08/29/2025	3149	U S BANK	08-12-25	114.38	WAL-MART #2986	MISC SUPPLIES
08/29/2025	3149	U S BANK	08-12-25	31.05	WWOA	WWOA MEMBERSHIP MACH

AP Payment Date	AP Payment Number	AP Vendor Name	AP Invoice Number	AP Transaction Amount	AP Description 01	AP Description 02
08/29/2025	3198	U S BANK	08-25-25	91.63	AMAZON MKTPL*N12QJ5983	SAWSALL BLADES/TAPE
08/29/2025	3149	U S BANK	08-12-25	269.82	U.S. CELLULAR	AIRTIME 7/22-8/21
08/29/2025	3198	U S BANK	08-25-25	275.00	ELIMINATOR PEST MGT.	INSECT PEST SPRAYING
08/29/2025	3198	U S BANK	08-25-25	31.00	WI STATE HYGIENE LAB	LAB TEST
08/29/2025	3149	U S BANK	08-12-25	762.00	NORTHERN LAKE SERVICE	LAB TESTS
08/29/2025	3149	U S BANK	08-12-25	413.55	BADGER METER INC	JULY 2025 METER READS
08/29/2025	3198	U S BANK	08-25-25	11.25	OPC MSC*SERVICE FEE 024	EXPO FEES
08/29/2025	3149	U S BANK	08-12-25	175.68	EBAY O*05-13398-74934	PANELVIEW MEMORY CARD
08/29/2025	3198	U S BANK	08-25-25	330.00	OPC*WI RURAL WTR CONF	EXPO JANSSEN/LAFAVE/MAYNA
08/29/2025	3149	U S BANK	08-12-25	13.39	THE UPS STORE 2376	LAB SHIPPING
08/29/2025	3149	U S BANK	08-12-25	151.42	AMAZON MKTPL*KT0MT4443	OFFICE SUPPLIES
08/29/2025	3198	U S BANK	08-25-25	1,884.96	IDEXX DISTRIBUTION INC	LAB REAGENTS/SUPPLIES
08/29/2025	3149	U S BANK	08-12-25	8.07	MENARDS APPLETON WEST WI	PVC BUSHINGS
08/29/2025	3149	U S BANK	08-12-25	42.43	MARCOS PIZZA - 3607	QUARTERLY MAINT LUNCHEON
08/29/2025	3198	U S BANK	08-25-25	2,099.23	CONTREX FR	PAC SYSTEM DRIVES
08/29/2025	3149	U S BANK	08-12-25	45.00	DNR WS2 EM1 EPAY DEM SALE	DNR LIC RENEWAL GORGES
08/29/2025	3149	U S BANK	08-12-25	20.00	IN *ENABLING ELEMENTS, IN	BOOSTER STATION TELEMETRY
08/29/2025	3198	U S BANK	08-25-25	167.97	AMAZON MKTPL*C62E232L3	NOZZLES/RECEPTACLE/DOC HO
08/29/2025	3149	U S BANK	08-12-25	259.92	NPC*NEW PIG CORP	CATWALK COVERS FOR SOFTNE
08/29/2025	3149	U S BANK	08-12-25	948.84	FLUID DYNAMICS MIDWEST IN	CYLINDER REBUILD KITS
08/29/2025	3149	U S BANK	08-12-25	100.00	CALIBER COLLISION 3371	GORGES PERSONAL CHARGE
Overall - Total				**93,152.46**		

Neenah Water Utility

211 Walnut St. PO Box 426 Neenah, WI 54957-0426
Office: (920) 886-6182 Cell: (920) 858-6300
Email: amach@neenahwi.gov
Anthony L. Mach
Director of Neenah Water Utility

MEMORANDUM

DATE: August 6, 2025

TO: Neenah Waterworks Commission

FROM: Anthony L. Mach

RE: Request to Approve Water Utility Salary Plan Study

Neenah Water Utility staff engaged three firms in order to get proposals for completing a Water Utility salary plan study. These firms were: Cottingham & Butler, Baker Tilly, and MRA.

Proposals will be distributed at this meeting for discussion and action.

Neenah Water Utility
211 Walnut St. PO Box 426 Neenah, WI 54957-0426
Office: (920) 886-6182 Cell: (920) 858-6300
Email: amach@neenahwi.gov
Anthony L. Mach
Director of Neenah Water Utility

MEMORANDUM

DATE: August 6, 2025

TO: Neenah Waterworks Commission

FROM: Anthony L. Mach

RE: Request to Create the Position of Water Utility Business Manager

Neenah Water Utility staff and staff from the Finance Department and Public Works Department have been discussing how to more efficiently and effectively serve utility customers along with supporting the billing and financial functions for the Utility. Over time, the billing and financial functions have become more complicated and tedious, especially with the conversion to AMI. In addition, the current implementation of the Click2Gov interface, credit card processing, notifications, and overall customer engagement need to be reviewed for improvements.

With the pending departure of the current Accounting Clerk, the Finance Department has asked that the Utility consider ways to properly support the current Billing Clerk in a reasonable amount of time. As we have discussed previously, part of the reorganization of the Water Utility was to consider the development of a new position to support the billing function. In our opinion, the best way to accomplish this goal is to reintegrate the billing department back into the Water Utility and create this new position to support not only the billing functions, but also the Utility as a whole.

I envision this position as having the title of Water Utility Business Manager. The position would be equivalent to a Deputy Director and require a background in utility management, office management, or equivalent. A strong financial background is required. Human Resources and Safety Director Fairchild scored the position based upon the job description and has suggested placing the position at Grade 14.

The draft job description is enclosed for your review.

If this position is approved, staff will advertise and fill the position as soon as practicable.

Staff request that the Waterworks Commission authorize the creation of the Water Utility Business Manager Position.

City of Neenah
Position Description

DRAFT

Position:	Business Manager – Water Utility	**Grade:**	14
Department:	Water Utility	**FLSA:**	Non-Exempt
Reporting Supervisor:	Director of Neenah Water Utility	**Date:**	August 2025

The City of Neenah is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

JOB SUMMARY:

Under general direction of the Water Utility Director, ensures the overall business performance of the Water Utility by optimizing its financial viability, level of service for customers, and business growth. Develops and manages measurement strategies for demonstrating performance in the various functional areas. Directly supervises the Billing functions for the Water Utility, Sanitary Utility, and Storm Water Utility.

ESSENTIAL JOB DUTIES

- Manages the financial performance of the Neenah Water Utility to ensure that it attains and maintains current and future financial stability. Works with the Finance Department to ensure Water Utility financial activities are processed in accordance with Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB) standards, and the Wisconsin Public Service Commission (PSC) regulations.
- Ensures relevant financial and operating reports are prepared and filed with the appropriate State of Wisconsin departments as required.
- Oversees the annual capital and operating budgeting process and preparation, as well as assists the Finance Department in preparing the annual audit.
- Works with the Director and Public Works Department to develop and manage an ongoing capital improvement plan in line with the Utility's asset management plan and Commission-approved budget.
- Analyzes financial implications from the Utility's operational needs and level-of-service adjustments and prepares rate applications as necessary.
- Performs business case analysis to determine financial and operational viability of new business ventures for revenue generation, efficiency, and customer responsiveness.
- Develops and maintains customer satisfaction program in partnership with the Director. Establish performance metrics , measurement strategies, and operational response expectations within field and phone center operations.
- Oversees community outreach strategy, ensuring it is directly aligned to the Utility's strategic plan and rate strategy.
- Monitors legislation pertaining to the water supply industry. Provides comment or testimony to the State Legislature on behalf of the Water Utility as required.
- Researches and recommends new technologies and strategies related to increasing the effectiveness of Billing, Customer Service, Meter operations, and Corporate Communication.
- Works to optimize the Utility front office/phone center operations, billing functions, metering functions while matching performance to identified customer satisfaction drivers and the Utility's financial goals.
- Recommends, establishes, and updates policies and procedures related to: Finance, Billing, Accounting, Customer Service and Metering, and Corporate Communication. Formulates and interprets Utility rules and policies to comply with regulations and directives of the Public Service Commission.
- Manages the Utility's Cross Connection Control program. Maintains compliance with EPA, DNR, and DSPS rules and regulations.

- Oversees monthly and yearly reports of all meters and inventory, including documentation.
- Works to achieve optimized performance of all customer service field operations, including the cross-connection, metering, leak detection and resolution activities.
- Performs other related work as required.

DRAFT

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Managerial Accounting, Business Administration, or related field. Master's Degree preferred.
- Five to seven years of progressively responsible experience in utility management, accounting, or business management; three years in a departmental/management capacity.
- Customer care experience and business case analysis required; Utility experience preferred.
- Any combination of education and experience that provides equivalent knowledge, skills and abilities.

KNOWLEDGE/SKILLS/ABILITIES:

- Knowledge of effective municipal and utility financial practices and Government Accounting Standards.
- Knowledge of effective customer service practices and satisfaction measurement strategies.
- Knowledge of meter-related plumbing systems, water utility and metering services, water meter repairs, backflow prevention, cross connection, and backflow-related water distribution systems.
- Knowledge of Water Utility operations.
- Knowledge of state and Federal safety regulations.
- Knowledge of Wisconsin Public Service Commission rules and regulations.
- Skill in financial modeling to forecast the impact of capital investments and operational changes.
- Skill in communication and public presentation.
- Ability to acquire technical knowledge related to plumbing systems, metering, and utility services.
- Ability to perform complex business case analysis and recommend strategies to recoup identified benefits. Ability to plan and direct the work of multiple departments.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to perform the following activities:
- Lift and carry up to 20 pounds.
- Frequent standing or sitting.
- Ability to reach, stoop and lift.
- Ability to focus on projects for a long period of time.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work is typically performed in an office.
- Minimal exposure to loud noises or equipment.
- Some travel between office locations exists.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

- Oversees operations in conjunction with the Director of Neenah Water Utility.

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in the job description sheet. AT ANY TIME, AN EMPLOYEE MAY BE ASKED TO ASSIST ANOTHER DEPARTMENT WHERE NEEDED AND IN PERIODS OF DOWN TIME.

Pay To: Rohde Brothers, Inc
PO Box 409
Plymouth, WI 53073

Contract No. 1-24W Removal and Replacement of Carbon Dioxide Tank and Related Appurtenances

Date: August 21, 2025

Pay Request No. 6-Final

Account Description	Account #	Payment
Removal and Replacement of Carbon Dioxide Tank		$0.00
Retainage		$10,250.00
	400-0499-770-9999 WO 530	**$10,250.00**

Approved by Water Utility 8/21/2025

Approved by Board of Public Works 8/26/2025

Approved by Water Commission 9/15/2025

Number of Attachments 4

City of Neenah
Water Utility
Contract Payment Form

Contract 1-24W Removal & Replacement of Carbon Dioxide Tank & Related Appurtenances

	Item Description	Qty	Extension	Pay Request No.1 Carbon Dioxide Tank Qty	$ Due	Retainage	Amount Paid	Pay Request No.2 Carbon Dioxide Tank Qty	$ Due	Retainage	Amount Paid
1	Remove 30 ton carbon dioxide tank, vaporizer primary regulator and heater				$0.00	$0.00	$0.00		$0.00	$0.00	$0.00
2	Regfrigerated 30 ton carbon dioxide tank				**$0.00**	**$0.00**	**$0.00**		$0.00	$0.00	$0.00
3	Non-Regfrigerated 30 ton carbon dioxide tank	1	$236,400.00		**$15,000.00**	**$750.00**	**$14,250.00**		$40,000.00	$2,000.00	$38,000.00
4	Vaporizor				**$0.00**	**$0.00**	**$0.00**		$0.00	$0.00	$0.00
5	Primary Regulator				**$0.00**	**$0.00**	**$0.00**		$0.00	$0.00	$0.00
6	Heater				**$0.00**	**$0.00**	**$0.00**		$0.00	$0.00	$0.00
7	CO 2 New Concrete Pad		$27,179.00		**$0.00**	**$0.00**	**$0.00**		$0.00	$0.00	$0.00
8	CO 2 Additional Electrical Piping		$1,500.00		**$0.00**	**$0.00**	**$0.00**		$0.00	$0.00	$0.00
9	CO 2 Change from horizontal tank to vertical tank		($14,995.00)		**$0.00**	**$0.00**	**$0.00**		$0.00	$0.00	$0.00
10	CO 2 Labor		$3,000.00		**$0.00**	**$0.00**	**$0.00**		$0.00	$0.00	$0.00
Total Base Bid Water			**$253,084.00**		**$15,000.00**	**$750.00**	**$14,250.00**		**$40,000.00**	**$2,000.00**	**$38,000.00**

Pay Request No.3				Pay Request No.4			Pay Request No.5			Pay Request No.6			Contract Balancing		
	Carbon Dioxide Tank			Carbon Dioxide Tank			Carbon Dioxide Tank			Carbon Dioxide Tank			Carbon Dioxide Tank		
Qty	$ Due	Retainage	Amount Paid	$ Due	Retainage	Amount Paid	$ Due	Retainage	Amount Paid	$ Due	Retainage	Amount Paid	Qty	Due	Paid
	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00
	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00
	$150,000.00	$7,500.00	$142,500.00	$31,000.00	$0.00	$31,000.00	$17,084.00	$0.00	$17,084.00	$10,250.00	$0.00	$10,250.00		$253,084.00	$253,084.00
	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00
	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00
	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00
	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00
	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00
	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00
	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00
	$150,000.00	**$7,500.00**	**$142,500.00**	**$31,000.00**	**$0.00**	**$31,000.00**	**$17,084.00**	**$0.00**	**$17,084.00**	**$10,250.00**	**$0.00**	**$10,250.00**		**$253,084.00**	**$253,084.00**

ROHDE BROTHERS, INC.
PO BOX 409
PLYMOUTH, WI 53073

Invoice ID: 57510
Invoice Date: 08-20-2025
Customer ID: 55330
Draw ID: 57510
Contract ID: 24036

To:
CITY OF NEENAH
211 Walnut St
Neenah, WI 54956

Job Location:
Neenah CO2 Tank Replacement

Neenah, WI

Item	Description	Amount
1	Retainage Billed	10,250.00

DUE DATE: 09-04-2025

Amount Due 10,250.00

Pay To: RJM Construction LLC
601 W Forest Street
Black Creek WI 54106

Contract No. 2-23W West Side Booster Station Building Construction
McMahon N0002-09-22-00496-A

Date: September 4, 2025

Pay Request No. 8-Final

Account Description	Account #	Payment
Work Completed		$0.00
Retainage		$12,597.24
West Side Booster Station	400-0499-770-9999 WO506	$12,597.24

Approved by Water Utility September 4, 2025

Approved by Board of Public Works September 9, 2025

Approved by Water Commission September 15, 2025

Number of Attachments 9

City of Neenah
Water Utility
Contract Payment Form

Contract 2-23W

West Side Booster Station Building Construction

Item No.	Item Description	Scheduled Val	Pay Request No.1 Completed This Period $	Pay Request No.1 Retainage Due this Period	Pay Request No.1 Due To Contractor This Period	Pay Request No.2 Completed This Period $	Pay Request No.2 Retainage Due this Period	Pay Request No.2 Due To Contractor This Period
1	Bond	$8,210.00	$8,210.00	$410.50	$7,799.50	$0.00	$0.00	$0.00
2	General Conditions	$35,013.00	$15,000.00	$750.00	$14,250.00	$0.00	$0.00	$0.00
3	Erosion Control	$3,100.00	$3,100.00	$155.00	$2,945.00	$0.00	$0.00	$0.00
4	Excavation (Site)	$43,524.00	$30,000.00	$1,500.00	$28,500.00	$3,500.00	$175.00	$3,325.00
5	Excavation (Building)	$13,787.00	$4,000.00	$200.00	$3,800.00	$9,787.00	$489.35	$9,297.65
6	Restoration	$8,300.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7	Foundation footing and wall	$43,000.00	$43,000.00	$2,150.00	$40,850.00	$0.00	$0.00	$0.00
8	Building Floor	$7,623.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
9	Site sidewalk at perimeter of building	$4,510.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
10	Masonry	$146,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
11	Carpentry materials	$33,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
12	Carpentry labor	$38,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
13	Standing seam steel roof installed	$32,516.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
14	Hollow Metal frames/doors/Hrdw	$25,267.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
15	Painting exterior doors	$2,200.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
16	Undergound plumbing	$55,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
17	Electrical grounding	$2,100.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
18	Interior door and wall painting CO1	$13,843.00						
19	Credit for grading restoration	($8,300.00)						
20	Credit for concrete sidewalk (stoops already poured)	($3,010.00)						
21	Contractor Mark up CO1	$126.65						
22	Bond (3%) CO 1	$79.79						
		$503,889.44	**$103,310.00**	**$5,165.50**	**$98,144.50**	**$13,287.00**	**$664.35**	**$12,622.65**

Contract 2-23W

West Side Booster Station Building Construction

Pay Request No.3			Pay Request No.4			Pay Request No.5		
Completed This Period $	Retainage Due this Period	Due To Contractor This Period	Completed This Period $	Retainage Due this Period	Due To Contractor This Period	Completed This Period $	Retainage Due this Period	Due To Contractor This Period
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
$5,000.00	$250.00	$4,750.00	$5,000.00	$0.00	$5,000.00	$5,000.00	$0.00	$5,000.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
$5,000.00	$250.00	$4,750.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
$55,200.00	$2,760.00	$52,440.00	$60,000.00	$1,263.90	$58,736.10	$0.00	$0.00	$0.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,000.00	$0.00	$30,000.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$33,000.00	$0.00	$33,000.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,000.00	$0.00	$26,000.00
$3,500.00	$175.00	$3,325.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
$40,000.00	$2,000.00	$38,000.00	$0.00	$0.00	$0.00	$15,000.00	$0.00	$15,000.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,100.00	$0.00	$2,100.00
$108,700.00	**$5,435.00**	**$103,265.00**	**$65,000.00**	**$1,263.90**	**$63,736.10**	**$111,100.00**	**$0.00**	**$111,100.00**

Contract 2-23W

West Side Booster Station Building Construction

Pay Request No. 6			Pay Request No. 7			Pay Request No. 8-Final			Contract Reconciling		
Completed This Period $	Retainage Due this Period	Due To Contractor This Period	Completed This Period $	Retainage Due this Period	Due To Contractor This Period	Completed This Period $	Retainage Due this Period	Due To Contractor This Period	Paid To Date $	Retainage Due	Total Amount Paid to Contractor
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$410.50	$7,799.50	$410.50	$8,210.00
$3,500.00	$0.00	$3,500.00	$1,513.00	$0.00	$1,513.00	$0.00	$0.00	$1,000.00	$34,013.00	$1,000.00	$35,013.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$155.00	$2,945.00	$155.00	$3,100.00
$0.00	$0.00	$0.00	$5,024.00	$0.00	$5,024.00	$0.00	$0.00	$1,925.00	$41,599.00	$1,925.00	$43,524.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$689.35	$13,097.65	$689.35	$13,787.00
$0.00	$0.00	$0.00	$8,300.00	$0.00	$8,300.00	$0.00	$0.00	$0.00	$8,300.00	$0.00	$8,300.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,150.00	$40,850.00	$2,150.00	$43,000.00
$7,623.00	$0.00	$7,623.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$7,623.00	$0.00	$7,623.00
$1,500.00	$0.00	$1,500.00	$3,010.00	$0.00	$3,010.00	$0.00	$0.00	$0.00	$4,510.00	$0.00	$4,510.00
$30,800.00	$0.00	$30,800.00	$0.00	$0.00	$0.00	$0.00	$0.00	$4,023.90	$141,976.10	$4,023.90	$146,000.00
$3,000.00	$0.00	$3,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$33,000.00	$0.00	$33,000.00
$4,000.00	$0.00	$4,000.00	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$0.00	$38,000.00	$0.00	$38,000.00
$6,516.00	$0.00	$6,516.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32,516.00	$0.00	$32,516.00
$20,000.00	$0.00	$20,000.00	$1,767.00	$0.00	$1,767.00	$0.00	$0.00	$175.00	$25,092.00	$175.00	$25,267.00
$0.00	$0.00	$0.00	$2,200.00	$0.00	$2,200.00	$0.00	$0.00	$0.00	$2,200.00	$0.00	$2,200.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,000.00	$53,000.00	$2,000.00	$55,000.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,100.00	$0.00	$2,100.00
$0.00	$0.00	$0.00	$13,843.00	$68.49	$13,774.51	$0.00	$0.00	$68.49	$13,774.51	$68.49	$13,843.00
			-$8,300.00	$0.00	-$8,300.00	$0.00	$0.00	$0.00	-$8,300.00	$0.00	-$8,300.00
			-$3,010.00	$0.00	-$3,010.00	$0.00	$0.00	$0.00	-$3,010.00	$0.00	-$3,010.00
			$126.65	$0.00	$126.65	$0.00	$0.00	$0.00	$126.65	$0.00	$126.65
			$79.79	$0.00	$79.79	$0.00	$0.00	$0.00	$79.79	$0.00	$79.79
$76,939.00	**$0.00**	**$76,939.00**	**$25,553.44**	**$68.49**	**$25,484.95**	**$0.00**	**$0.00**	**$12,597.24**	**$491,292.20**	**$12,597.24**	**$503,889.44**

McMAHON
ENGINEERS | ARCHITECTS

July 2, 2025

Neenah Water Utility
211 Walnut Street
Neenah, WI 54956

Re: Neenah Water Utility
Water Booster Station Building Construction
Certificate for Payment #8 - FINAL
McM. No. N0002-09-22-00496-A

Enclosed herewith is Certificate for Payment #8 for the above referenced project. This Certificate is issued to RJM Construction, LLC in the amount of $12,597.24 for final payment for work performed through September 12, 2024.

Please process the enclosed, and forward payment to RJM Construction, LLC. Should you have any questions, please contact our office at your convenience.

Respectfully,

McMahon Associates, Inc.

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

ASK:jlh

cc: RJM Construction, LLC

Enclosure: Certificate for Payment #8 - FINAL

McMAHON
ENGINEERS \ ARCHITECTS
McMAHON ASSOCIATES, INC.
1445 MCMAHON DRIVE PO BOX 1025
NEENAH, WI 54956 NEENAH, WI 54957-1025
TELEPHONE: 920.751.4200
FAX: 920.751.4284

CERTIFICATE FOR PAYMENT

NEENAH WATER UTILITY
211 Walnut Street
Neenah, WI 54956

Contract No.	N0002-09-22-00496-A
Project File No.	N0002-09-22-00496
Certificate No.	Eight (8) - Final
Issue Date:	July 2, 2025
Project:	NEENAH WATER UTILITY Water Booster Station Building Construction

This Is To Certify That, In Accordance With The Contract Documents Dated: August 1, 2023

RJM CONSTRUCTION, LLC
601 W. Forest Street
Black Creek, WI 54106

Is Entitled To FINAL Payment For Work Performed Through: September 12, 2024

☒ Contractor's Application for Payment Attached
☒ Itemized Cost Breakdown Attached

Original Contract	$501,150.00	Completed To Date	$503,889.44
Net Change Orders	$2,739.44	Retainage - N/A	$0.00
Current Contract Amount	**$503,889.44**	Subtotal	**$503,889.44**
		Previously Certified	$491,292.20

Amount Due This Payment: $12,597.24

Please process and forward payment to RJM Construction, LLC.

Certified By:
McMAHON ASSOCIATES, INC.
Neenah, Wisconsin

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

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702 PAGE ONE OF 4 PAGES

TO OWNER:
NEENAH WATER UTILITY/CITY OF NEENAH
211 WALNUT ST
NEENAH WI 54956

PROJECT: Neenah Booster Pump Building

APPLICATION NO: 8

PERIOD TO: 9/12/2024

Distribution to:
- [X] OWNER
- [X] ARCHITECT
- [X] CONTRACTOR
- [ ]
- [ ]

FROM CONTRACTOR:
RJM Construction LLC
601 W Forest St
Black Creek WI 54106

VIA ARCHITECT:
MCMAHON ASSOCIATES
1445 MCMAHON DR
NEENAH WI 54956

PROJECT NOS: N0002-09-22-00496-A

CONTRACT DATE: 7/26/2023

CONTRACT FOR: Neenah Booster Pump Building

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM		$ 501,150.00
2. Net change by Change Orders		$ 2,739.44
3. CONTRACT SUM TO DATE (Line 1 ± 2)		$ 503,889.44
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)		$ 503,889.44
5. RETAINAGE:		
a. 2.5 % of Contract Sum (Column D + E on G703)	$ 0.00	
b. 5 % of Stored Material (Column F on G703)	$ 0.00	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)		$ 0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)		$ 503,889.44
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)		$ 491,292.20
8. CURRENT PAYMENT DUE		$ 12,597.24
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	$	0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$2,739.44	$0.00
Total approved this Month		
TOTALS	$2,739.44	$0.00
NET CHANGES by Change Order	$2,739.44	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: _____ Date: 9/12/2024

State of: *Wisconsin* County of: *Outagamie*
Subscribed and sworn to before me this 12TH day of SEPTEMBER 2024
Notary Public:
My Commission expires: *1/21/2026*

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED . . . . . $ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and onthe Continuation Sheet that are changed to conform with the amount certified.)
ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 8

APPLICATION DATE: 9/12/2024

PERIOD TO: 9/12/2024

ARCHITECT'S PROJECT NO: Neenah Booster Pump Building N0002-09-22-00496-A

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	WORK COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
1	Bond	$8,210.00	$8,210.00			$8,210.00	100.00%		$410.50
2	General Conditions	$35,013.00	$35,013.00			$35,013.00	100.00%		$1,750.65
3	Erosion Control	$3,100.00	$3,100.00			$3,100.00	100.00%		$155.00
4	Excavation (Site)	$43,524.00	$43,524.00			$43,524.00	100.00%		$2,176.20
5	Excavation (Building)	$13,787.00	$13,787.00			$13,787.00	100.00%		$689.35
6	Restoration	$8,300.00	$8,300.00			$8,300.00	100.00%		$415.00
7	Foundation footing and wall	$43,000.00	$43,000.00			$43,000.00	100.00%		$2,150.00
8	Building floor	$7,623.00	$7,623.00			$7,623.00	100.00%		$381.15
9	Site sidewalk at perimeter of building	$4,510.00	$4,510.00			$4,510.00	100.00%		$225.50
10	Masonry	$146,000.00	$146,000.00			$146,000.00	100.00%		$7,300.00
11	Carpentry materials	$33,000.00	$33,000.00			$33,000.00	100.00%		$1,650.00
12	Carpentry labor	$38,000.00	$38,000.00			$38,000.00	100.00%		$1,900.00
13	Standing seam steel roof installed	$32,516.00	$32,516.00			$32,516.00	100.00%		$1,625.80
14	Hollow Metal frames/doors/Hrdw	$25,267.00	$25,267.00			$25,267.00	100.00%		$1,263.35
15	Painting exteior doors	$2,200.00	$2,200.00			$2,200.00	100.00%		$110.00
16	Underground plumbing	$55,000.00	$55,000.00			$55,000.00	100.00%		$2,750.00
17	Electrical grounding	$2,100.00	$2,100.00			$2,100.00	100.00%		$105.00
18	Change Order 1	$2,739.44	$2,739.44			$2,739.44	100.00%		$136.97
19									$0.00
20									$0.00
21									$0.00
22									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
									$0.00
	GRAND TOTALS	$503,889.44	$503,889.44	$0.00	$0.00	$503,889.44	100.00%	$0.00	$25,194.47

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 8

APPLICATION DATE: 9/12/2024

PERIOD TO: 9/12/2024

ARCHITECT'S PROJECT NO: Neenah Booster Pump Building N0002-09-22-00496-A

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					

Neenah Water Utility
211 Walnut St. PO Box 426 Neenah, WI 54957-0426
Office: (920) 886-6182 Cell: (920) 858-6300
Email: amach@neenahwi.gov
Anthony L. Mach
Director of Neenah Water Utility

MEMORANDUM

DATE: September 3, 2025

TO: Neenah Waterworks Commission

FROM: Anthony L. Mach

RE: Request to Approve Draft Water Supply Service Area Plan

The Draft Water Supply Service Area Plan is enclosed in this packet. This document is not only intended to satisfy all requirements of NR 854, but also to be a planning document for the Water Utility.

If approved, the next steps are to have a public hearing, send copies to our neighboring communities, and send the final document to the DNR. This process must be completed by December 31, 2025.

Community Development intern Michael Burrows was instrumental in the preparation of this document. His attention to detail and creativity elevated the document into a high-quality planning piece.

Staff request approval of the Draft Water Supply Service Area Plan

WATER SUPPLY SERVICE AREA PLAN

2025

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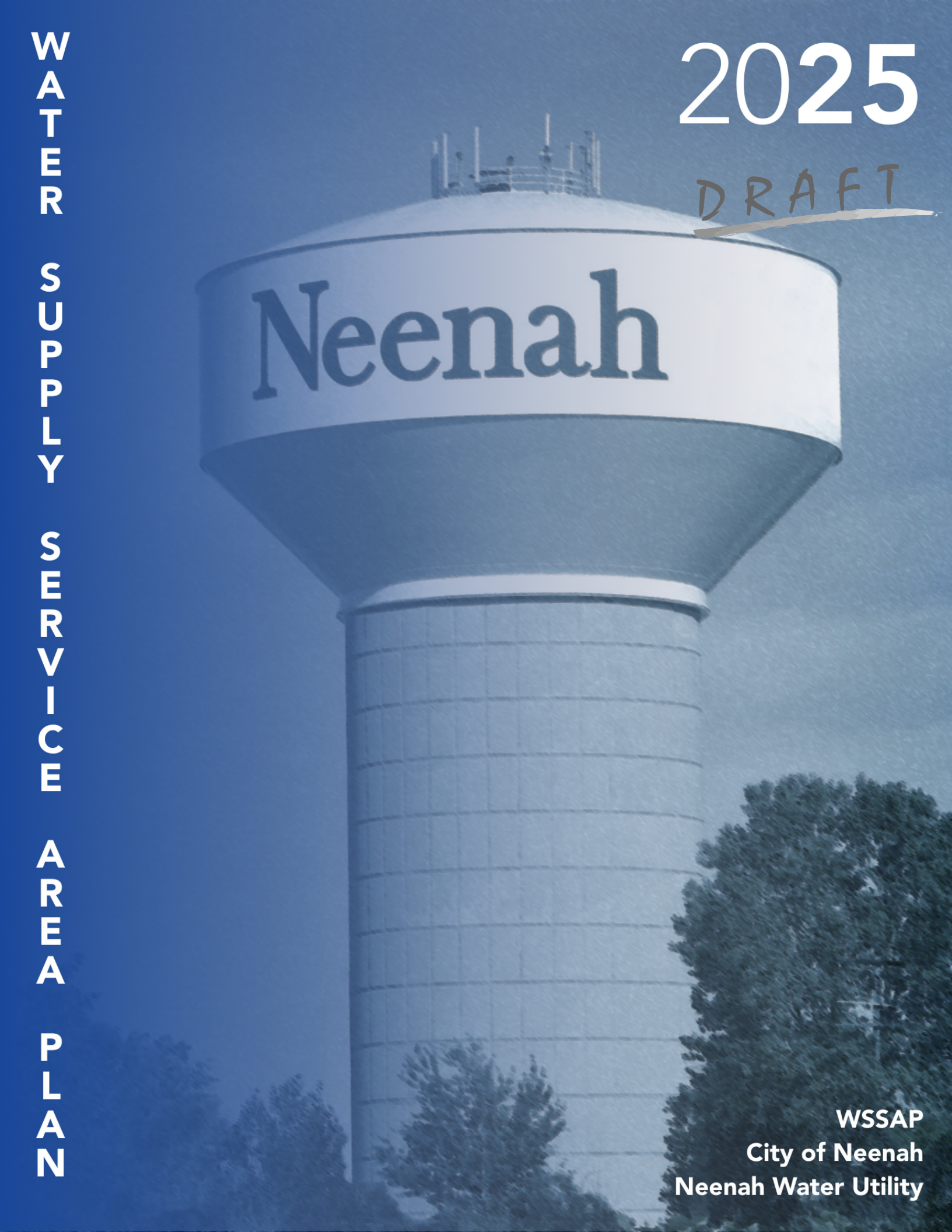

WSSAP
City of Neenah
Neenah Water Utility

City of Neenah
Neenah Water Utility

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WATER SUPPLY SERVICE AREA PLAN

CITY OF NEENAH – NEENAH WATER UTILITY

DRAFT

Finalized Month ##, 2025

Approved by the Neenah Water Works Commission: Month ##, 2025

Approved by Wisconsin DNR: Month ##, Year

Written in Cooperation with;

Neenah Water Utility

Department of Community Development

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TABLE OF CONTENTS

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1. INTRODUCTION

1.1 Purpose

Pursuant to Wis. Stats. 281.348(3)(a)(2), Neenah Water Utility is required to prepare a Water Supply Service Area Plan ("WSSAP") on or before December 31st, 2025, since Neenah Water Utility provides service to a population of more than 10,000 using withdrawals from the waters of the state. The required contents of a WSSAP are dictated by Wis. Admin Code Ch. NR 854.

The intended purpose of this plan is to satisfy the statutory compulsion of the Neenah Water Utility to prepare a WSSAP, to the extent required by NR 854. This plan shall also be used to inform future development within the planning area, and the future growth of the Neenah Water Utility distribution system.

It is the City of Neenah and Neenah Water Utility's position that department approval of this plan creates exclusivity with regards to the right; but not the obligation, of serving the planning area in part or in whole.

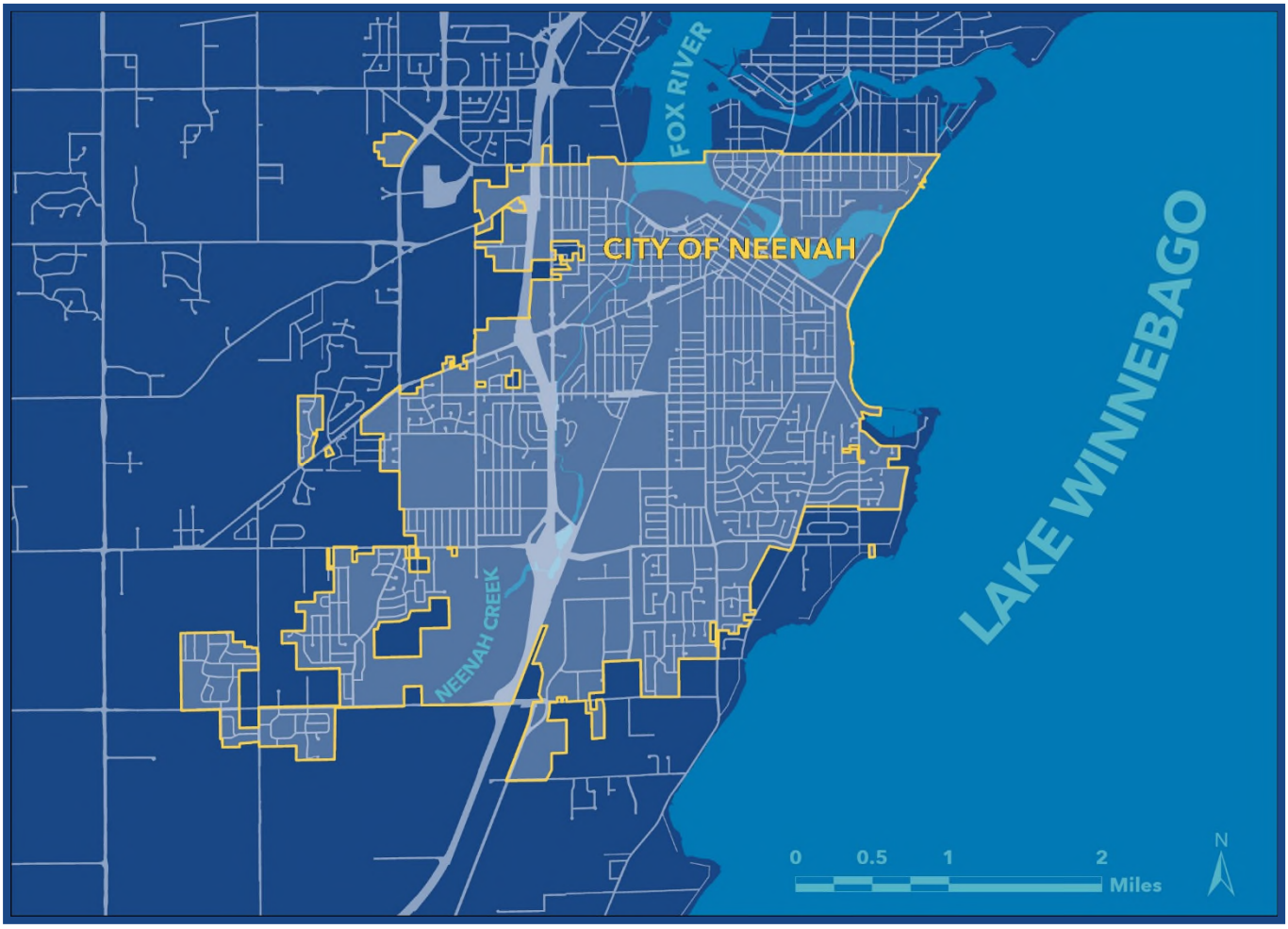

Figure 1. Map of the City of Neenah

1.2 Location and History

The City of Neenah is located within Winnebago County, Wisconsin. It is comprised of 9.37 square miles of area located on the banks of Lake Winnebago, Little Lake Butte des Morts, and the Fox River and is situated approximately 10 miles northeast of Oshkosh and 40 miles southwest of Green Bay. Originally known as Winnebago Rapids, Neenah was incorporated as a village in 1856 and a city in 1873. Thanks in part to its location on the Fox River, in the mid-1800s Neenah attracted flourmills and the lumber industry. By the 1870s, paper mills began to take over the industrial landscape of the area and continued to play an important role in the City's economy.

The population grew rapidly in the 1880s, and the city began the process of creating a municipal sewer system in 1881. Along with the population explosion, the need for a large well and water pumping facility was discussed, but the plans did not come to fruition until 1893. Unfortunately, the well water was found to be extremely high in calcium, and the population was forced to continue the use of private wells and cisterns. In 1936, a new water treatment facility was built which incorporated a lime softening process and used Lake Winnebago as the primary water source. The newest water treatment facility was completed in 2007 and featured the newest water treatment techniques of the time.

1.3 Planning Period

This plan is intended to cover a 20-year period; to the year 2045. The projections and recommendations provided in this plan shall be substantive until January 1st, 2046, where upon this plan shall be considered expired.

NR 854 requires that a WSSAP be designed for a minimum of a ten-year planning period, and no more than a 20-year planning period. However, it is strongly recommended that city and utility staff review the plan annually to ensure compliance with the overall goals of the plan and continued consistency with the projections and recommendations outlined therein. This annual review should also be used to determine if a "major" plan amendment is required.

The WSSAP is a dynamic document. The plan should be updated when new demographic, economic, or water source and quality information become available and impacts the projections or recommendations of this plan. It is not anticipated that the plan will need a major amendment unless unexpected or extreme changes regarding water consumption, sources, or water quality change the circumstances under which this plan was created.

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1.4 Planning Area

This Water Supply Service Area Plan was developed for the land which is currently served by or will potentially be served by the Neenah Water Utility within the planning period. This area includes all property within the City of Neenah, excluding the Alliant Energy plant at 200 County Rd CB. This area also includes an extended area beyond the City limits, which primarily consists of the Fox Cities Sewer Service Area (SSA) Planning Boundary for the Neenah-Menasha SSA, excluding the portions within the City of Menasha. Also included is all the land not within the Fox West SSA bound by County Rd II to the north, County Rd GG to the south, and north/south line created by extending the west line the east half of Section 15 of Township 19 North, Range 16 East.

The City of Neenah has a well-established water service area bound by ordinance to include only those properties located within the City's municipal boundary. However, there are three properties which were located within the Town of Menasha (which incorporated into the Village of Fox Crossing in 2016) that were at one time served by ordinance. There are also four city properties served by the Village of Fox Crossing.

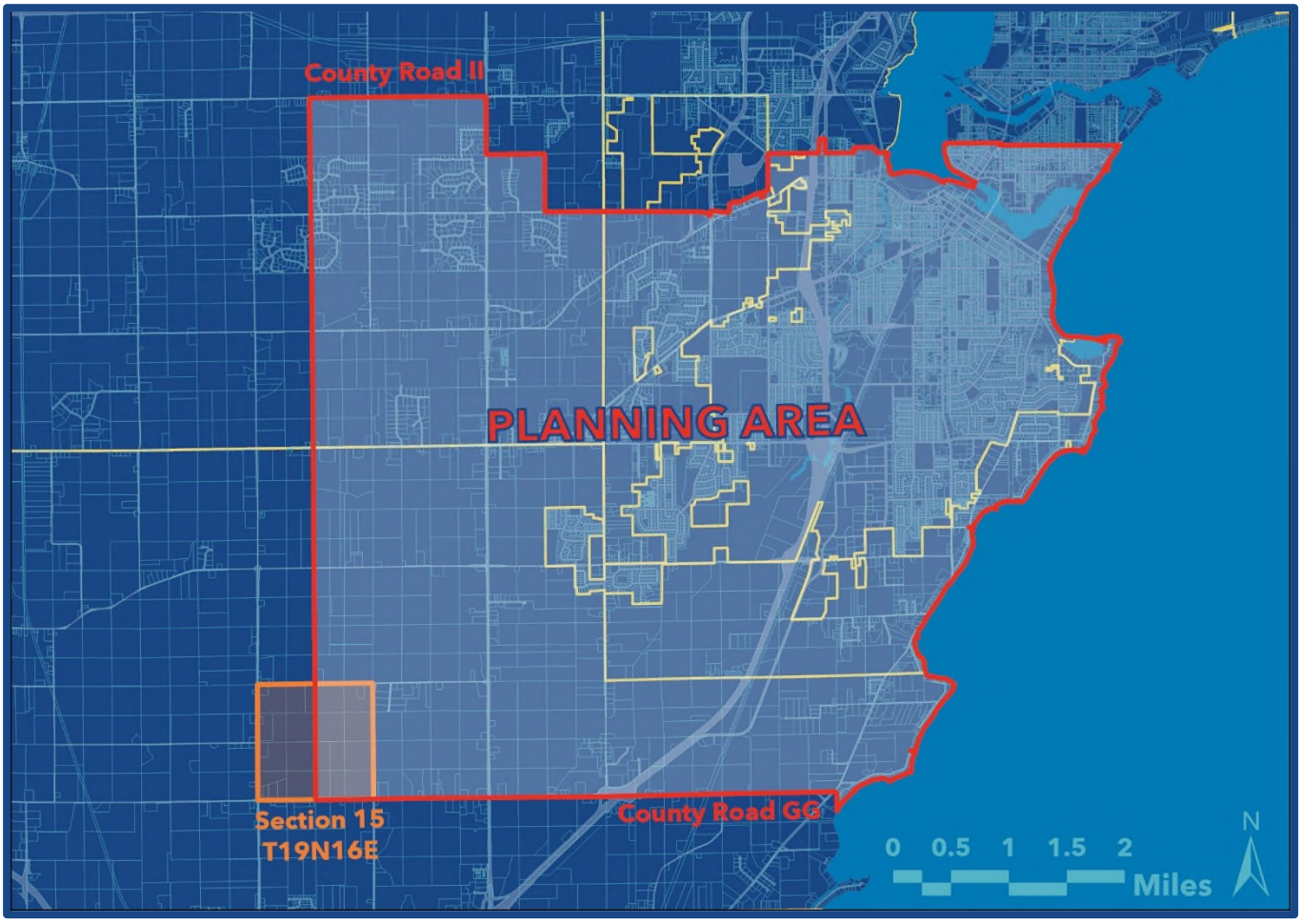

Figure 2. WSSAP Planning Area

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2. WATER SUPPLY SOURCES

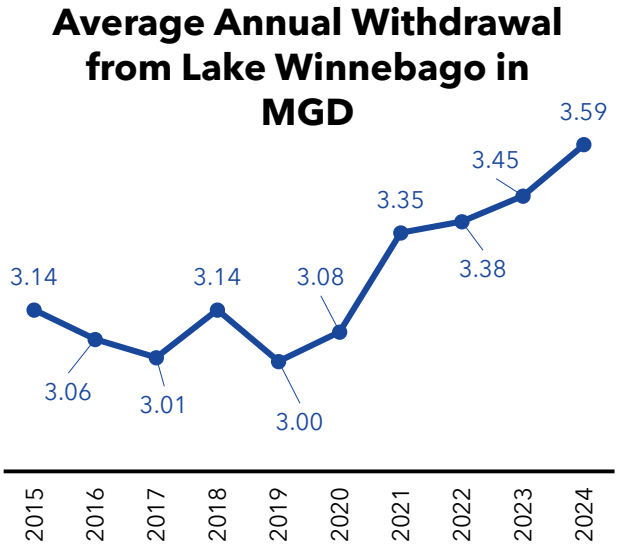
2.1 Existing Supply Sources

Water used by the Neenah Water Utility is withdrawn from Lake Winnebago and in an Emergency, the Fox River. A 36-inch pipe withdraws from Lake Winnebago with a maximum withdrawal capacity of 12 MGD. The emergency Fox River 16-inch pipe has a maximum withdrawal capacity of 4 MGD. The intake systems are further described in Section 3.2 of this plan.

The average daily withdrawal from Lake Winnebago in 2024 was 3.59 MGD, the highest it has been in the past ten years. The average daily withdrawal has increased every year for the past five years, indicating a recent growth in water demand.

Water withdrawn is measured with a mag-meter at the Raw Water Pumping Station. Non-revenue water is calculated monthly by comparing billings to actual treated water entering the Distribution Systems.

Water treatment expected of both Lake Winnebago water and the Fox River water coincides with the treatment methods deployed by the Neenah Water Utility and are described in Section 3.3 of this plan.



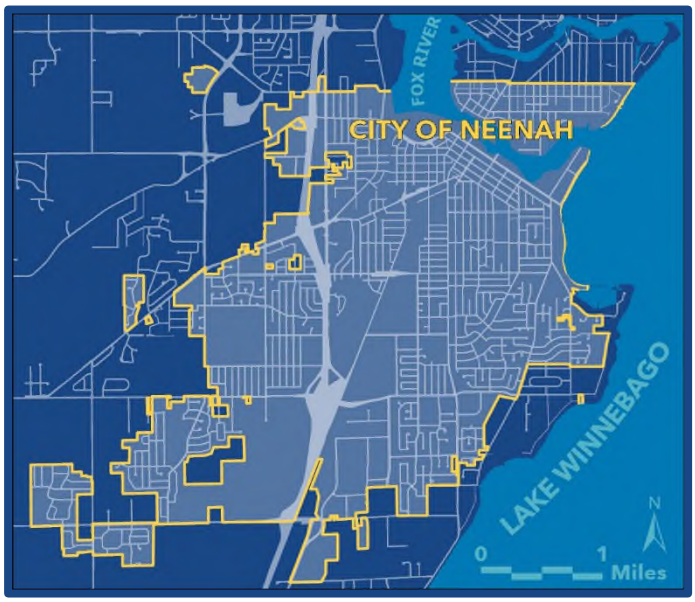


Figure 3. The Fox River and Lake Winnebago

2.2 Unused Supply Sources

While water is abundant in Lake Winnebago and the Fox River, the number of alternative sources are limited. The water in Lake Winnebago flows through the Fox River all the way to Green Bay, meaning that a withdrawal at any point along this connected water system is in reality, a withdrawal from them all. Neenah is located at the mouth of the Lower Fox River and subsequently withdraws water the farthest point upstream Neenah's geography allows. The two alternatives identified are The Neenah Creek and the groundwater table.

Neenah Slough, "Neenah Creek"

There is a small stream which feeds into the Fox River separate from Lake Winnebago. The source is a large area of agricultural fields, and the stream flows north through the City before contributing to the Fox River system. The stream has several wider areas near the intersection of Jewelers Park Dr and Harrison St but otherwise is consistently narrow. The stream has an extremely limited capacity and would be unable to meet the demands of the Neenah Water Utility. Additionally, the stream is the destination of the decant water from the sludge lagoons. The stream has quality concerns due to agricultural runoff and proximity to industrial uses. The stream would be an inadequate source for the Neenah Water Utility.

Groundwater Table

In the late 1800s when Neenah was experiencing rapid population growth, the possibility of a large well and pumping facility was discussed for the purpose of supplying the residents with water. At the time, the water was discovered to be high in calcium, and private wells and cisterns had to be relied upon until a facility that withdrew from Lake Winnebago was constructed in 1936. Today, it is known that the groundwater in Winnebago County has one of the highest concentrations of Arsenic in the nation. This makes sourcing drinking water from groundwater at a large scale impractical without significant and expensive treatment.

Conclusion

As the residents of Neenah have determined in the past, Lake Winnebago is the most logical, cost effective, and sustainable source available.

Neenah Slough

Lake Winnebago

The Fox River

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3. WATER SUPPLY SYSTEM

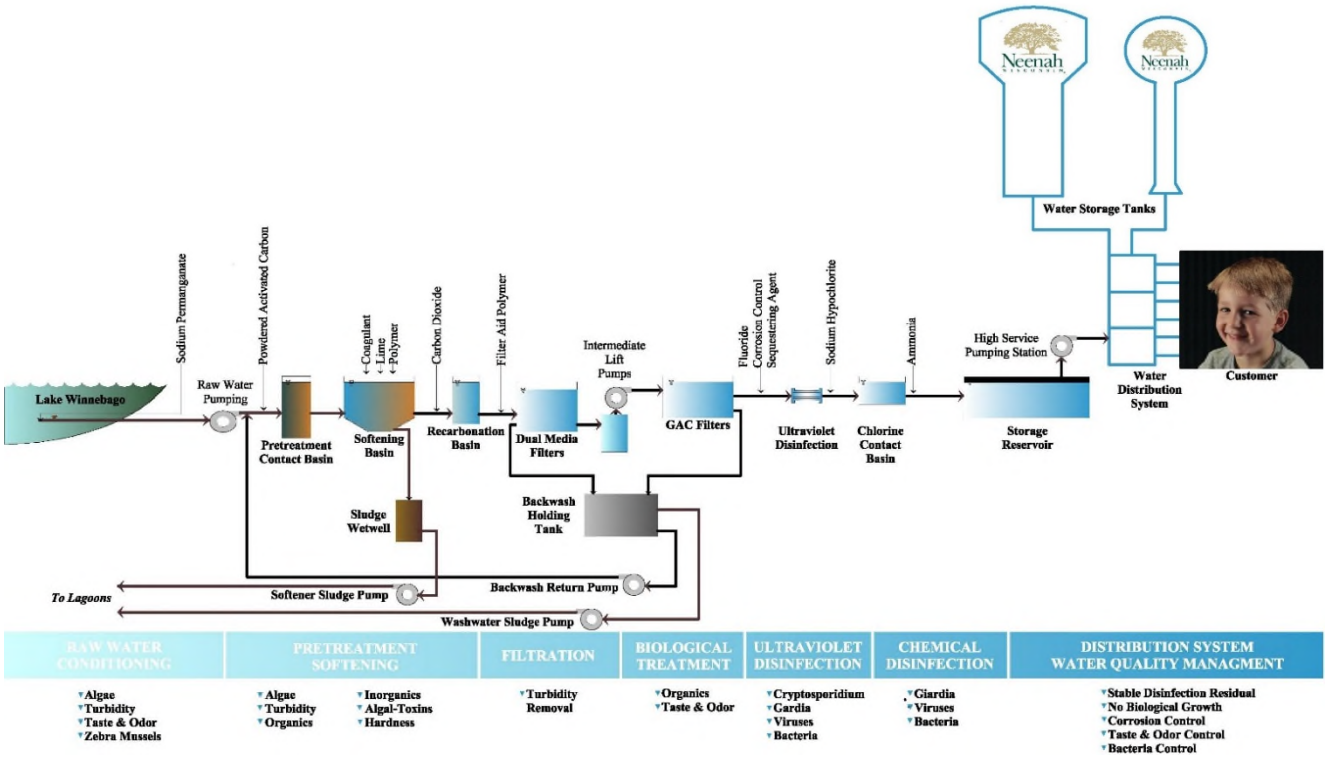
3.1 Summary

Neenah Water Utility serves a population of approximately 27,500 residents and hundreds of commercial, institutional, and manufacturing facilities. The average daily pumpage was 3.59 MGD (Million Gallons per Day) in the year 2024, with a peak day of 4.77 MG. The water treatment plant is designed for a capacity of 12 MGD. The two-pressure zone distribution system has two elevated storage tanks with a combined storage volume of 2 MG. The clearwell at the treatment plant has a storage volume of 2.5 MG.

3.2 Intakes

There is a single 36-inch diameter intake pipe extended 1,600-feet into Lake Winnebago. Sodium permanganate is continuously injected at the inlet of the pipe through a series of diffusers for zebra mussel control. Lake water at an average rate of 3.59 MGD is drawn into the pipe by one or more of the four low lift or raw water pumps. Powdered activated carbon, used for taste and odor control, is pumped into the low lift pump discharge line, which empties into the pretreatment contact basins. There is a 16-inch backup intake which would draw water from the Fox River in an emergency. All the intake, treatment, and distribution facilities as well as potential service areas are located well within the Great Lakes Basin.

NEENAH WATER UTILITY
WATER TREATMENT PROCESS & FLOW SCHEMATIC



3.3 Treatment

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Lime Softening

Pretreated water then flows into three softeners, each capable of treating 6 MGD. Ferric sulfate, polymer and lime are metered into the influent of each softener. Solids removed during the softening process are blown into two sumps, and the sludge is pumped to lagoons located offsite. The softened water is then stabilized to a pH of 9.2 with the addition of a carbon dioxide solution in each of the two recarbonation basins. The recarb basin water flows into a filter inlet channel and is equally distributed through a set of weirs to the four dual media filters.

Dual Media Filtration

The filters are each 12-feet by 60-feet with a surface area of 720-feet. Filtration rates are 2.9 gpm/ft^2 (Gallons Per Minute per Square Foot) at a plant flow rate of 12 MGD with all four filters in service. Backwash water is pumped from the clearwell to provide backwash rates of up to 20 gpm/ft^2 and air scour is designed at up to 4 scfm/ft^2 (Standard Cubic Feet per Minute per Square Foot). If needed, polymer is added to the water at a dosage level of 0.25 ppm (Parts Per Million) to assist in final turbidity removal in the filter media.

Granular Activated Carbon

The filter effluent flows by gravity into the intermediate pump wetwell where three 6 MGD intermediate lift pumps pump the water up to the GAC (Granular Activated Carbon) inlet channel from which weirs equally distribute the water to four GAC contactors. These four contactors assist in the TOC (Total Organic Carbon), taste and odor removal. Each contactor is 12-feet by-48 feet resulting in a loading rate of 3.6 gpm/ft^2 at 12 MGD.

UV Disinfection

The water from the GAC contactors flows into a common header and then into the UV reactors. Fluoride and a corrosion inhibitor are injected into the header before the UV treatment. There are three Trojan Swift 6L24 UV reactors set up in parallel. Each 24-inch reactor is rated for up to 6 MGD with 6 lamps per reactor. UV is used as a primary disinfectant, providing giardia and cryptosporidium inactivation. Sodium hypochlorite is injected into the water after the UV treatment for additional disinfection.

Free Chlorine CT

Two free Chlorine CT basins, each with a volume of 144,800 gallons and operating in parallel, receive UV effluent and provide inactivation for viruses.

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Auxiliary Power

Auxiliary power is provided by a 1,750 kVa generator at the treatment plant which is sized to run the plant at the full capacity of 12 MGD for a minimum of 48 hours.

3.4 Storage and Distribution

Clearwell and High Lift Pumping

The clearwell has a 2.5 MG storage volume. There are five high lift pumps that pull water from the clearwell and pump to the distribution system. These pumps are manually triggered based on the level in the towers and are equipped with variable frequency drives. The entry point sample tap is after the high lift pumps.

Elevated Storage

There are two elevated storage tanks in the system. The Industrial Tower has a storage volume of 500,000 gallons. The Cecil Street Tower has a storage volume of 1.5 MG.

Figure 4. The City of Neenah in Relation to the Great Lakes Basin

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Distribution System

The distribution system consists of approximately 143 miles of water mains from 4-inch to 20-inch in diameter. Currently there are two pressure zones within the system.

Booster Station

The southwest side of the distribution system is served by a booster station which boosts the pressure from approximately 45 psi to 65 psi for the newest development areas.

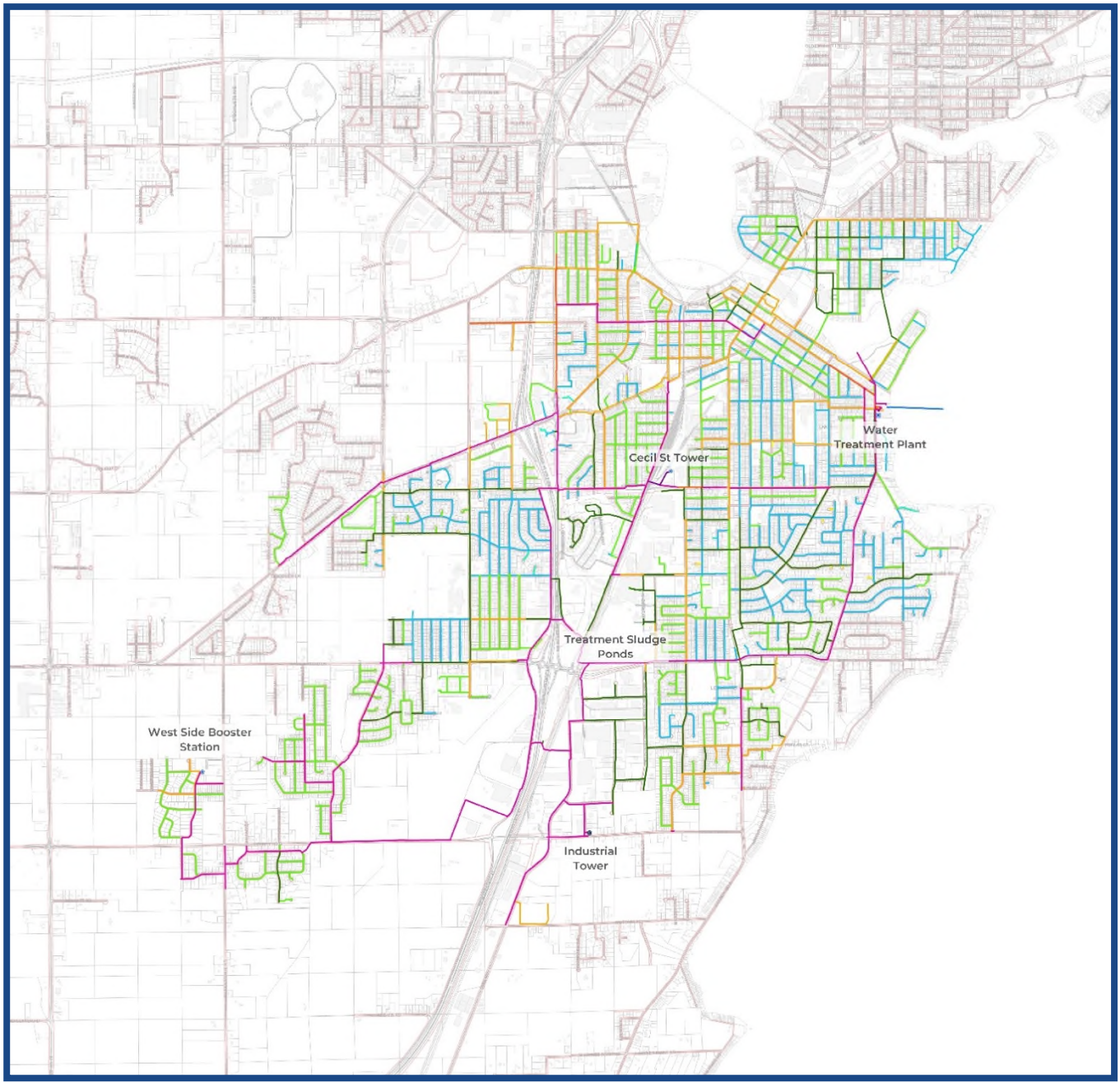

Figure 5. General Location of Water Mains and Service Facilities

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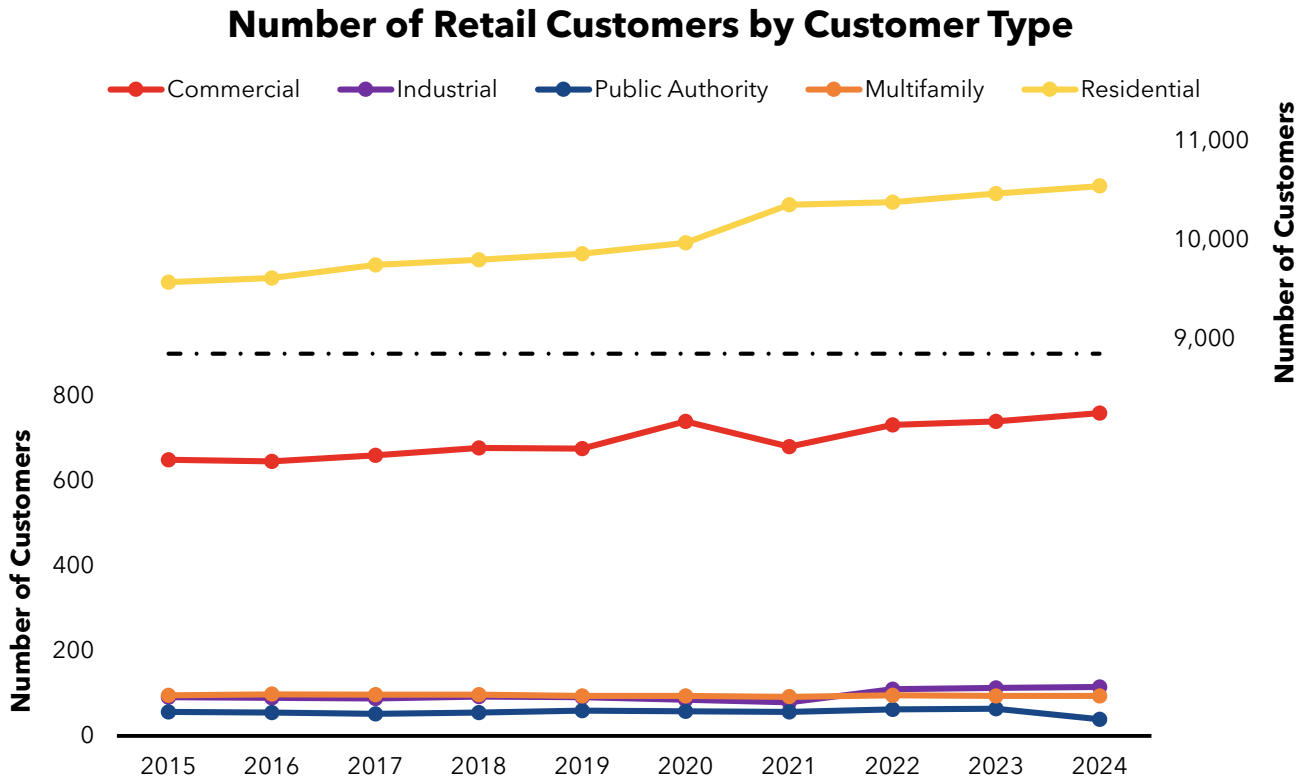
4. CURRENT WATER USE

4.1 Population and Land Use

Retail Customers

The City of Neenah had a population of 27,319 at the time of the 2020 Census. During that period the City was 9.512 square miles in area, making the population density 2,872 inhabitants per square mile. Neenah Water Utility exclusively serves properties within the City of Neenah, so residential retail customers can be an indicator of the number of households in the City. In 2024, 10,547 residential customers purchased water from the Neenah Water Utility, which is over 9,000 more than commercial, the second largest customer base. This is consistent with current land use trends within the City, where single-family and two-family residential homes are the most common land use and the properties are generally less than one acre.

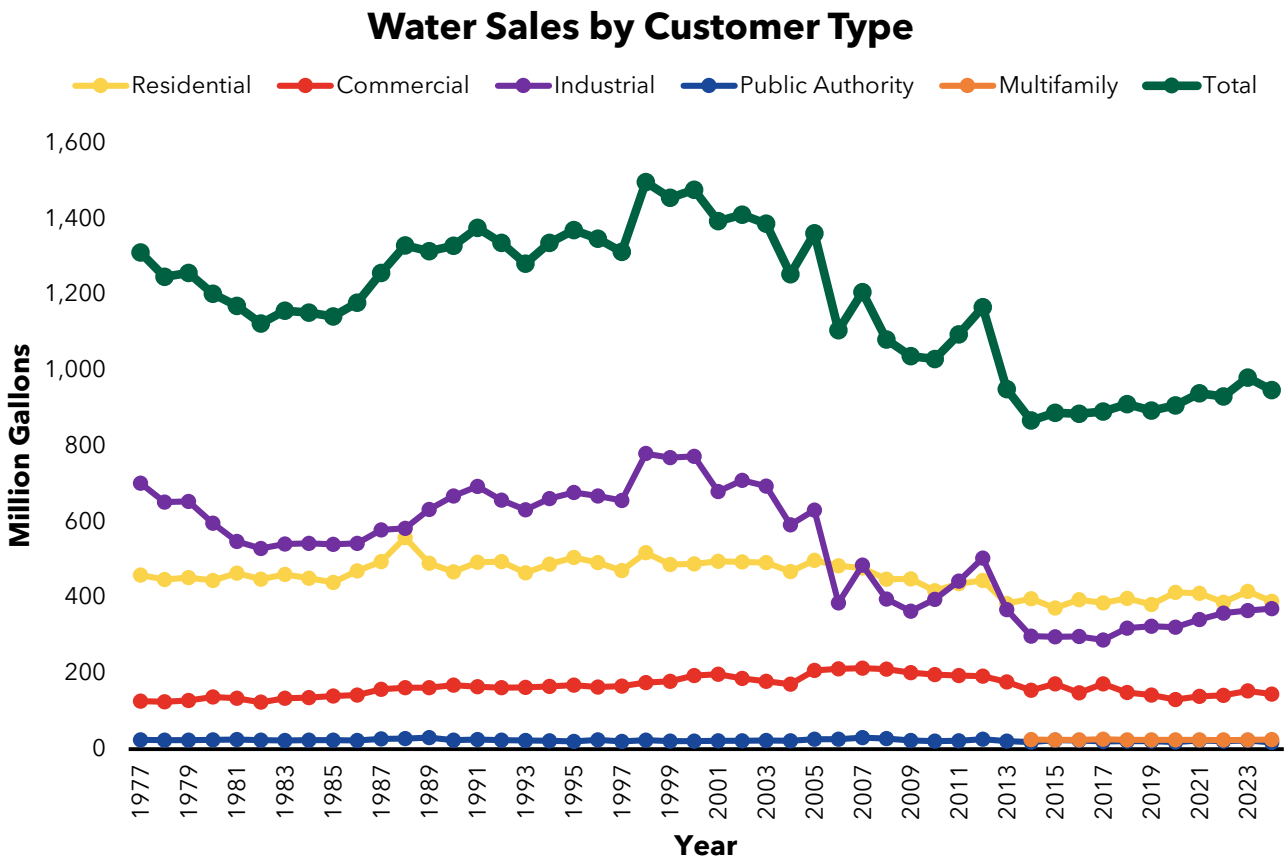


	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Residential	9,577	9,619	9,752	9,801	9,863	9,972	10,359	10,383	10,470	10,547
Commercial	650	646	660	678	676	740	681	732	740	760
Industrial	91	89	88	92	91	85	79	110	113	115
Public Authority	56	55	52	55	59	58	56	62	64	39
Multifamily	95	98	97	97	94	94	92	95	94	94
Total	10,469	10,507	10,649	10,723	10,783	10,949	11,267	11,382	11,481	11,555

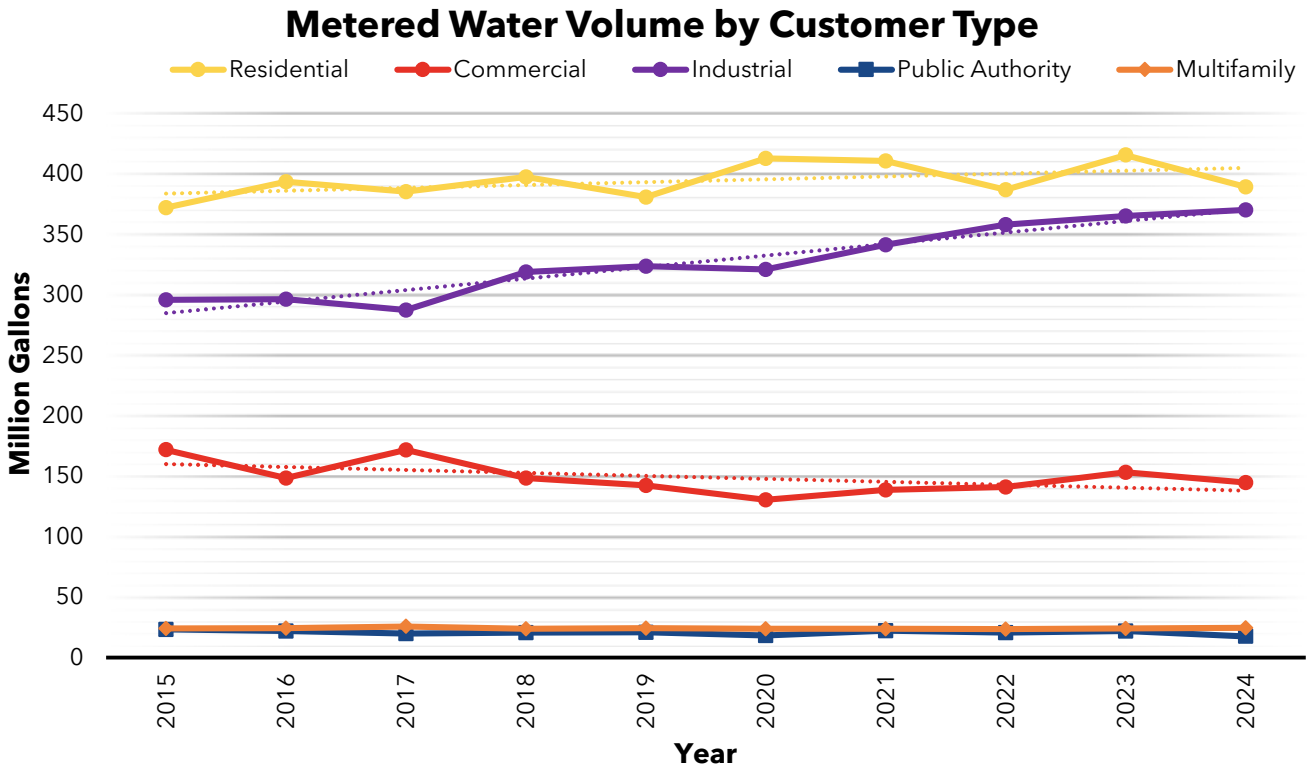
Water Sales by Customer Type

The number of customers does not closely reflect land use distribution, since each customer type has different space requirements. The number of customers also does not closely reflect water demand, as each customer type has unique water needs. While residential customers exceedingly outnumber the other customer types, each residential customer typically draws an average of 110 gallons per day. Meanwhile, multifamily customers can draw on average upwards of 600 gallons per day, commercial customers can consume upwards of 500 gallons per day, public authority usage averages upwards of 1,000 gallons per day, and industrial usage averages upwards of 9,000 gallons per day.

Water sales volume by customer type more accurately reflects the effect land use patterns have on water demand. Residential customers first began purchasing the most water out of all the customer types in 2006. Before then, Industrial customers had consistently topped the sales volume out of all customer types. Industrial sales are the most volatile in their demand fluctuations due to the nature of the customer type. Industrial customers typically have large water demands, and as facilities close or open, water sales can drop or spike drastically. Meanwhile, Commercial and Residential sales have been fairly stable over the years, and as such, the total water sales have been primarily dependent on the volume of Industrial sales.



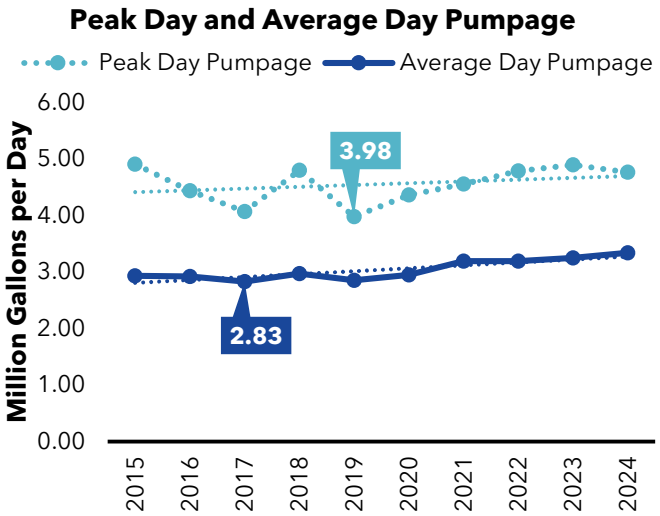
Recent data indicates that Industrial sales may yet again overtake Residential sales. This would coincide with the development trends the City has been experiencing in the last decade. Land suitable for residential development is limited, while new industrial development and existing industrial expansions are occurring consistently. Commercial sales decreased slightly in 2018, while Residential and Industrial sales increased slightly, providing an overall consistent usage in the past five years. Rate increases, weather, environmental concerns, and the general state of the economy affect these categories. The Multifamily customer type was introduced in 2014, as it was previously included in the Commercial customer base. The slight decline in sales to Industrial, Commercial, and Public Authority customers in 2020 can be attributed to effects from COVID-19.



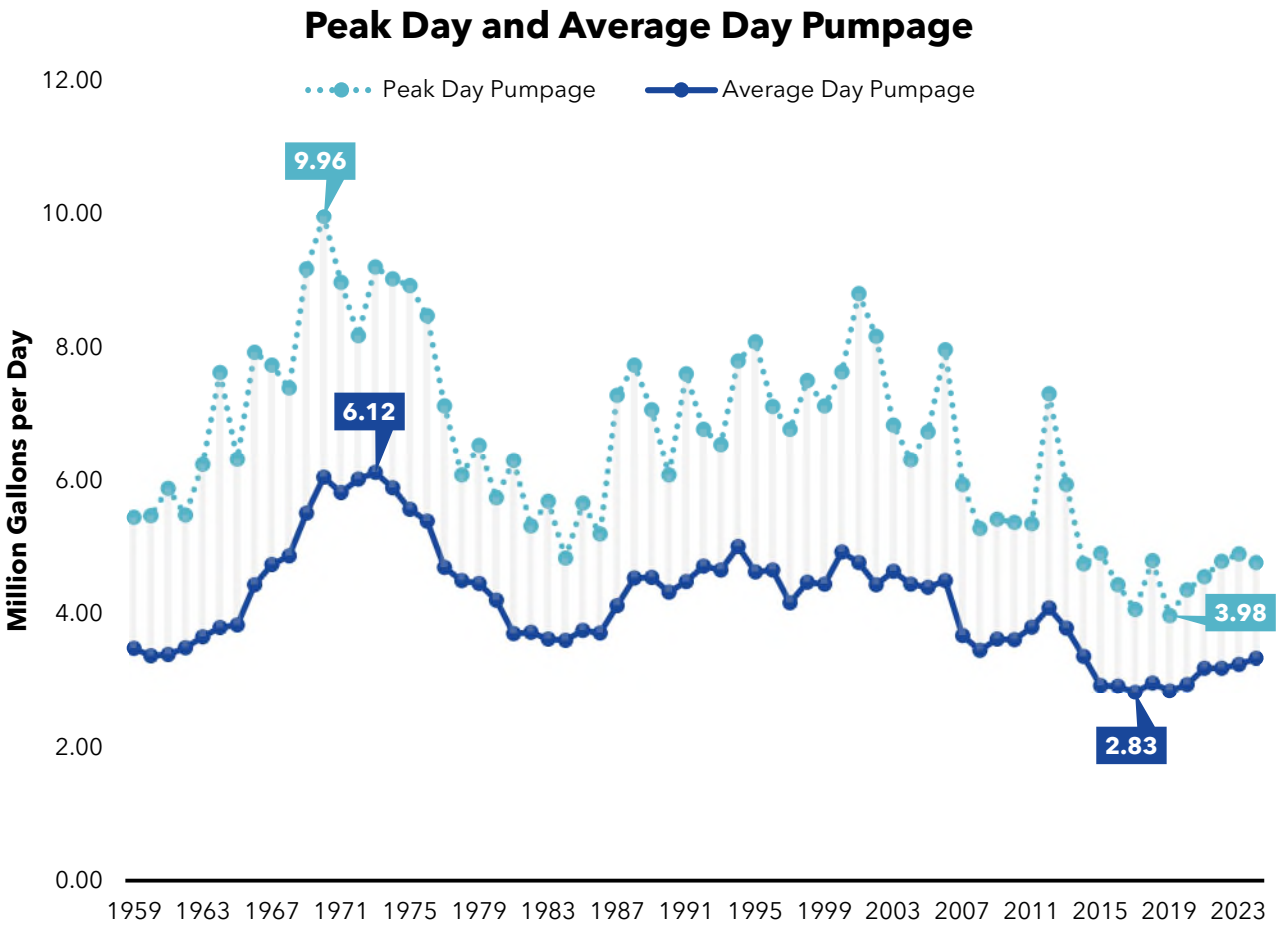
Year	Residential	Commercial	Industrial	Public Authority	Multifamily	Total
	(MG)	(MG)	(MG)	(MG)	(MG)	(MG)
2015	372.258	171.953	295.948	23.227	23.914	887.300
2016	393.594	148.356	296.379	22.000	24.249	884.578
2017	385.354	171.710	287.465	19.820	25.867	890.765
2018	397.479	148.551	319.022	20.682	23.852	910.154
2019	380.911	142.483	323.652	20.826	24.217	892.642
2020	412.890	130.508	321.019	18.190	23.824	906.431
2021	410.874	138.687	341.577	22.227	23.702	938.484
2022	387.075	141.076	358.235	20.627	23.599	930.612
2023	415.836	153.304	365.331	21.860	24.112	980.443
2024	389.331	144.857	370.412	17.598	24.517	946.715

4.2 Water Usage History

Peak Day and Average Day Pumpage



Overall water demand has decreased significantly over the past few decades. In 2017, the water demand was the lowest in recent history, despite continuous City growth. Since it is understood that industrial uses most significantly impact water use, it can be inferred that the water use trends are a result of a decline in water-heavy industries in the City, such as the numerous paper mills which once were present. Additionally, the gap between the average day and peak day pumpage has shrunk drastically in difference. The lowest peak day in the Utility's history was in 2019 at 3.98 MGD. The difference between the peak day and average day pumpage is greatest at peaks of water use and are the smallest at valleys and declines.



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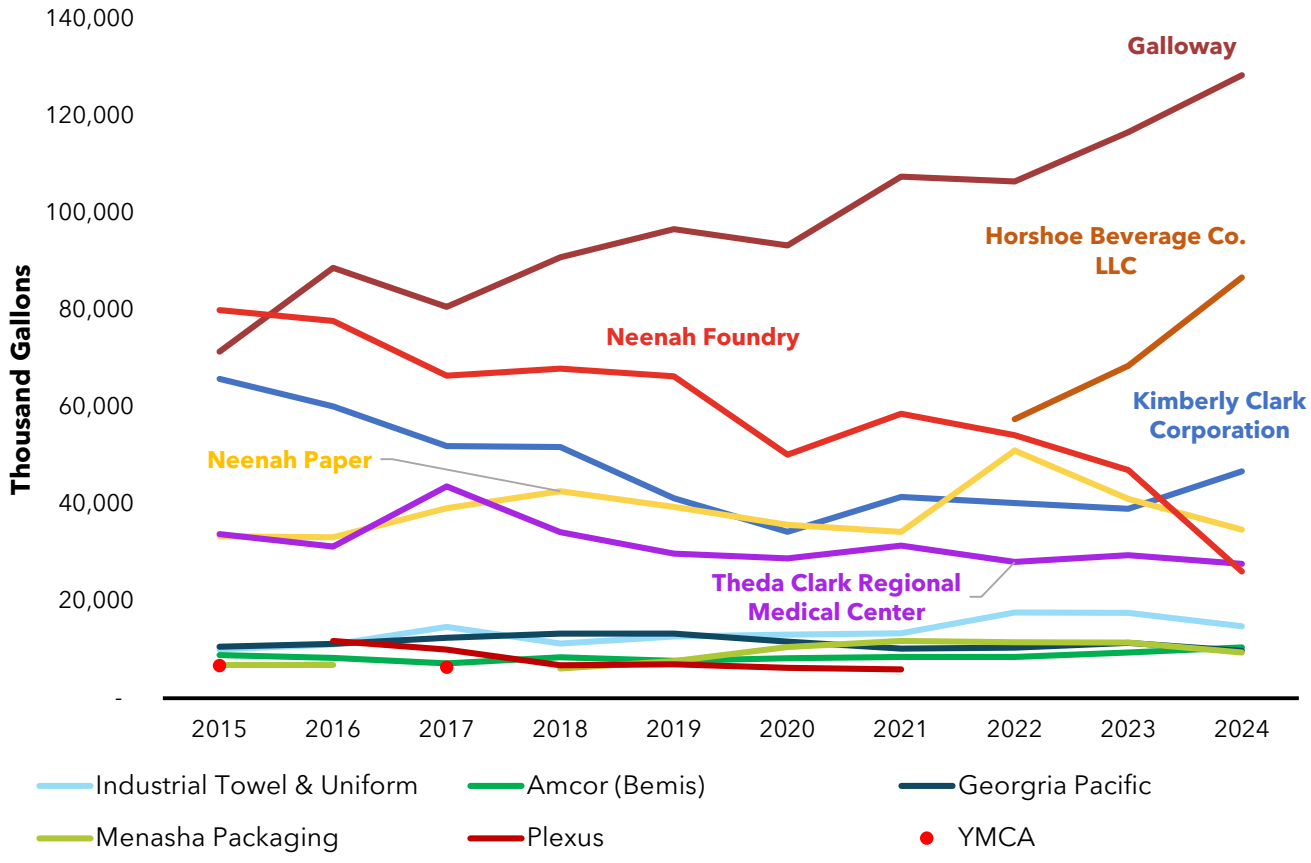
Largest Retail Customers

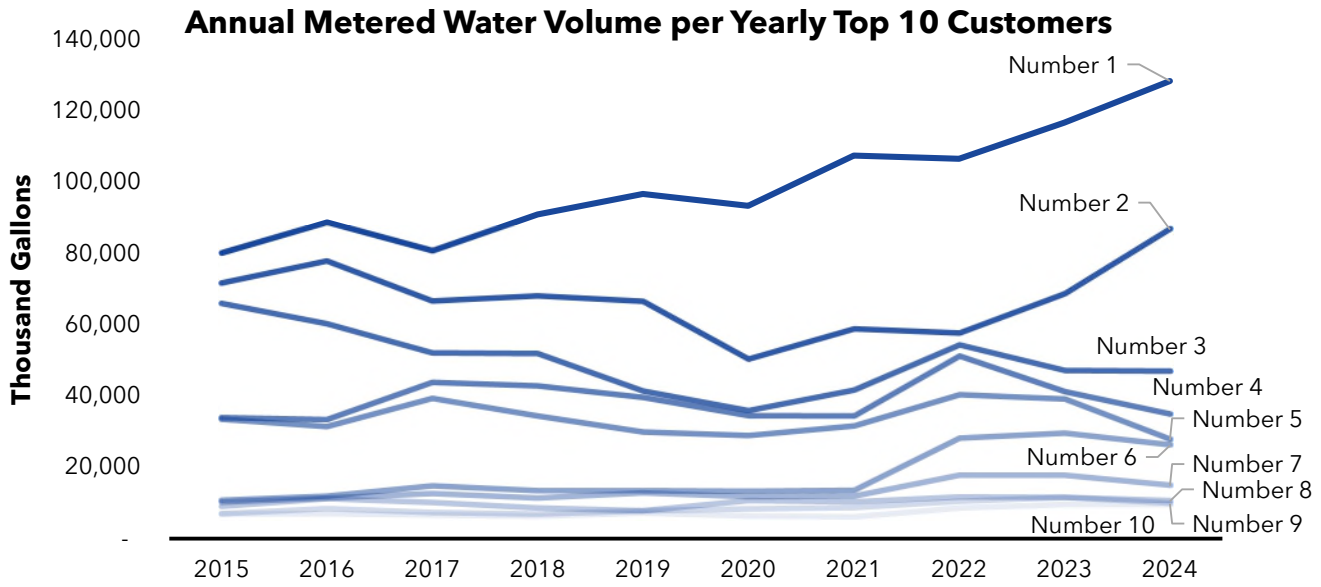
Nearly all the top retail customers of Neenah Water Utility are industrial in nature, with a few exceptions for healthcare and fitness. While the majority of the top retail customers remain relatively stable in their water consumption, there is occasional fluctuation in volume throughout the years. These influences can be attributed to changes in processes, practices, and magnitude of output.

A few industries are seeing definitive trends in their water consumption. Galloway has been the top customer since 2016 and is steadily growing larger with industrial expansions. Neenah Foundry was the top consumer in 2015 but has remained the second largest consumer as its water use steadily declined until it was overtaken by Horseshoe Beverage in 2022, and then again by several other businesses in 2024. Horseshoe Beverage; which began operating in 2018, made the top 10 consumer list in 2022, immediately becoming the second largest consumer.

Annual Metered Water Volume of Recent Top 10 Customers



Overall, the distribution of the top ten largest customers is growing, with the largest two increasing exponentially, while the subsequent customers remain consistent in their water consumption. In 2024, the ten largest retail customers consisted of 42% of the Water Utility volume sales, and 24% of the overall Water Billing. The chart below displays the demand of each of the top ten water customers for each year over time. This reveals a drastic difference in the top water customer versus the second, and subsequent eight. The chart indicates that the number one customer shall continue to grow and that the second customer will follow while other customer positions will remain consistent.



Subsequently listed are the top ten water customers for the past ten years, the nature of their business, and their water demand. These tables are useful for seeing positional changes in the top rankings and in understanding the significance the top customers of the Utility have on water demand and revenue.

2024

Rank		Name	Nature of Business	Thousands of Gallons	Water Billing
-	1	Galloway	Dairy Products	128,433	$638,393
-	2	Horseshoe Beverage Co. LLC	Beverage Manufacturing	86,773	$424,133
▲	3	Kimberly Clark Corporation	Paper Research / Products	46,791	$232,614
-	4	Neenah Paper	High Quality Bond Paper	34,747	$174,290
▲	5	Theda Clark Regional Medical Center	Healthcare	27,712	$146,635
▼	6	Neenah Foundry	Castings	26,160	$141,290
-	7	Industrial Towel & Uniform	Commercial Laundry	14,845	$78,764
▲	8	Amcor	Packaging	10,535	$57,550
-	9	Georgia Pacific	Paper Research	9,796	$53,314
▼	10	Menasha Packaging	Packaging	9,455	$48,201

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2023

	Rank	Name	Nature of Business	Thousands of Gallons	Water Billing
-	1	Galloway	Dairy Products	116,665	$590,940
-	2	Horseshoe Beverage Co. LLC	Beverage Manufacturing	68,543	$336,570
-	3	Neenah Foundry	Castings	47,040	$245,784
-	4	Neenah Paper	High Quality Bond Paper	41,095	$204,760
-	5	Kimberly Clark Corporation	Paper Research / Products	39,046	$195,195
-	6	Theda Clark Regional Medical Center	Healthcare	29,450	$157,699
-	7	Industrial Towel & Uniform	Commercial Laundry	17,590	$91,937
-	8	Menasha Packaging	Packaging	11,450	$63,636
-	9	Georgia Pacific	Paper Research	11,423	$61,966
-	10	Amcor	Packaging	9,455	$51,798

2022

	Rank	Name	Nature of Business	Thousands of Gallons	Water Billing
-	1	Galloway	Dairy Products	106,533	$532,000
▲	2	Horseshoe Beverage Co. LLC	Beverage Manufacturing	57,551	$283,838
▼	3	Neenah Foundry	Castings	54,217	$281,310
-	4	Neenah Paper	High Quality Bond Paper	51,065	$252,614
▼	5	Kimberly Clark Corporation	Paper Research / Products	40,218	$201,394
▼	6	Theda Clark Regional Medical Center	Healthcare	28,072	$148,730
▼	7	Industrial Towel & Uniform	Commercial Laundry	17,673	$92,335
▼	8	Menasha Packaging	Packaging	11,569	$64,165
▼	9	Georgia Pacific	Paper Research	10,393	$56,291
▼	10	Amcor	Packaging	8,475	$46,468

2021

	Rank	Name	Nature of Business	Thousands of Gallons	Water Billing
-	1	Galloway	Dairy Products	107,502	$536,902
-	2	Neenah Foundry	Castings	58,669	$303,392
▲	3	Kimberly Clark Corporation	Paper Research / Products	41,493	$194,729
▼	4	Neenah Paper	High Quality Bond Paper	34,276	$172,030
-	5	Theda Clark Regional Medical Center	Healthcare	31,464	$165,580
-	6	Industrial Towel & Uniform	Commercial Laundry	13,374	$71,700
▲	7	Menasha Packaging	Packaging	11,815	$56,455
▼	8	Georgia Pacific	Paper Research	10,223	$55,599
-	9	Amcor (Formerly Bemis)	Packaging	8,518	$46,478
-	10	Plexus	Electronic Components / HQ	5,972	$33,178

2020

Rank		Name	Nature of Business	Thousands of Gallons	Water Billing
-	1	Galloway	Dairy Products	93,342	$468,480
-	2	Neenah Foundry	Castings	50,202	$261,872
▲	3	Neenah Paper	High Quality Bond Paper	35,757	$179,135
▼	4	Kimberly Clark Corporation	Paper Research / Products	34,306	$173,265
-	5	Theda Clark Regional Medical Center	Healthcare	28,797	$153,589
-	6	Industrial Towel & Uniform	Commercial Laundry	13,099	$70,381
▲	7	Georgia Pacific	Paper Research	11,652	$63,106
▼	8	Menasha Packaging	Packaging	10,560	$57,334
-	9	Bemis	Packaging	8,237	$53,954
-	10	Plexus	Electronic Components / HQ	6,267	$34,654

2019

Rank		Name	Nature of Business	Thousands of Gallons	Water Billing
-	1	Galloway	Dairy Products	96,684	$449,389
-	2	Neenah Foundry	Castings	66,385	$321,402
	3	Kimberly Clark Corporation	Paper Research / Products	41,252	$208,720
	4	Neenah Paper	High Quality Bond Paper	39,419	$196,717
-	5	Theda Clark Regional Medical Center	Healthcare	29,802	$156,229
-	6	Georgia Pacific	Paper Research	13,327	$71,315
	7	Industrial Towel & Uniform	Commercial Laundry	12,731	$68,546
	8	Bemis	Packaging	7,687	$42,032
▲	9	Menasha Packaging	Packaging	7,660	$42,736
▼	10	Plexus	Electronic Components / HQ	6,992	$38,704

2018

Rank		Name	Nature of Business	Thousands of Gallons	Water Billing
-	1	Galloway	Dairy Products	90,894	$456,518
-	2	Neenah Foundry	Castings	67,962	$350,944
-	3	Kimberly Clark Corporation	Paper Research / Products	51,750	$261,072
▲	4	Neenah Paper	High Quality Bond Paper	42,673	$212,335
▼	5	Theda Clark Regional Medical Center	Healthcare	34,213	$179,453
▲	6	Georgia Pacific	Paper Research	13,332	$71,501
▼	7	Industrial Towel & Uniform	Commercial Laundry	11,276	$65,832
▲	8	Bemis	Packaging	8,467	$46,207
▼	9	Plexus	Electronic Components / HQ	6,774	$37,575
▲	10	Menasha Packaging	Packaging	6,141	$34,447

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2017

Rank		Name	Nature of Business	Thousands of Gallons	Water Billing
-	1	Galloway	Dairy Products	80,676	$407,085
-	2	Neenah Foundry	Castings	66,465	$341,984
-	3	Kimberly Clark Corporation	Paper Research / Products	51,949	$259,728
▲	4	Theda Clark Regional Medical Center	Healthcare	43,689	$224,417
▼	5	Neenah Paper	High Quality Bond Paper	34,213	$195,495
▲	6	Industrial Towel & Uniform	Commercial Laundry	14,686	$77,998
-	7	Georgia Pacific	Paper Research	12,478	$67,251
▼	8	Plexus	Electronic Components / HQ	10,005	$29,858
-	9	Bemis	Packaging	7,241	$39,647
▲	10	YMCA	Health / Fitness Center	6,472	$35,533

2016

Rank		Name	Nature of Business	Thousands of Gallons	Water Billing
▲	1	Galloway	Dairy Products	88,729	$445,688
▼	2	Neenah Foundry	Castings	77,746	$393,660
▲	3	Kimberly Clark Corporation	Paper Research / Products	60,123	$305,412
▲	4	Neenah Paper	High Quality Bond Paper	33,237	$167,045
▼	5	Theda Clark Regional Medical Center	Healthcare	31,271	$161,775
▲	6	Plexus	Electronic Components / HQ	11,833	$65,346
▼	7	Georgia Pacific	Paper Research	11,218	$60,128
▼	8	Industrial Towel & Uniform	Commercial Laundry	11,079	$59,844
▼	9	Bemis	Packaging	8,326	$45,450
▼	10	Menasha Packaging	Packaging	6,836	$38,131

2015

Rank	Name	Nature of Business	Thousands of Gallons	Water Billing
1	Neenah Foundry	Castings	80,052	$405,995
2	Galloway	Dairy Products	71,490	$363,339
3	Kimberly Clark Corporation	Paper Research / Products	65,834	$331,819
4	Theda Clark Regional Medical Center	Healthcare	33,846	$175,161
5	Neenah Paper	High Quality Bond Paper	33,358	$167,623
6	Georgia Pacific	Paper Research	10,632	$57,550
7	Industrial Towel & Uniform	Commercial Laundry	10,107	$54,976
8	Bemis	Packaging	8,913	$48,589
9	Menasha Packaging	Packaging	6,878	$38,314
10	YMCA	Health / Fitness Center	6,777	$37,161

5. PROJECTED WATER USE

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5.1 Population and Land Use Projections

Growth Limits

The City of Neenah has two important documents which inform the future land use patterns in and around the City. Firstly, Neenah has a future land use map as a part of the City of Neenah Comprehensive Plan, which encompasses almost all the planning area for this plan. Secondly, The City of Neenah has a boundary agreement with the Town of Neenah which outlines where both municipalities can grow and develop. This boundary agreement expires in 2040, five years before the end of the planning period. These two documents are key to understanding water demand projections for the Neenah Water Utility.

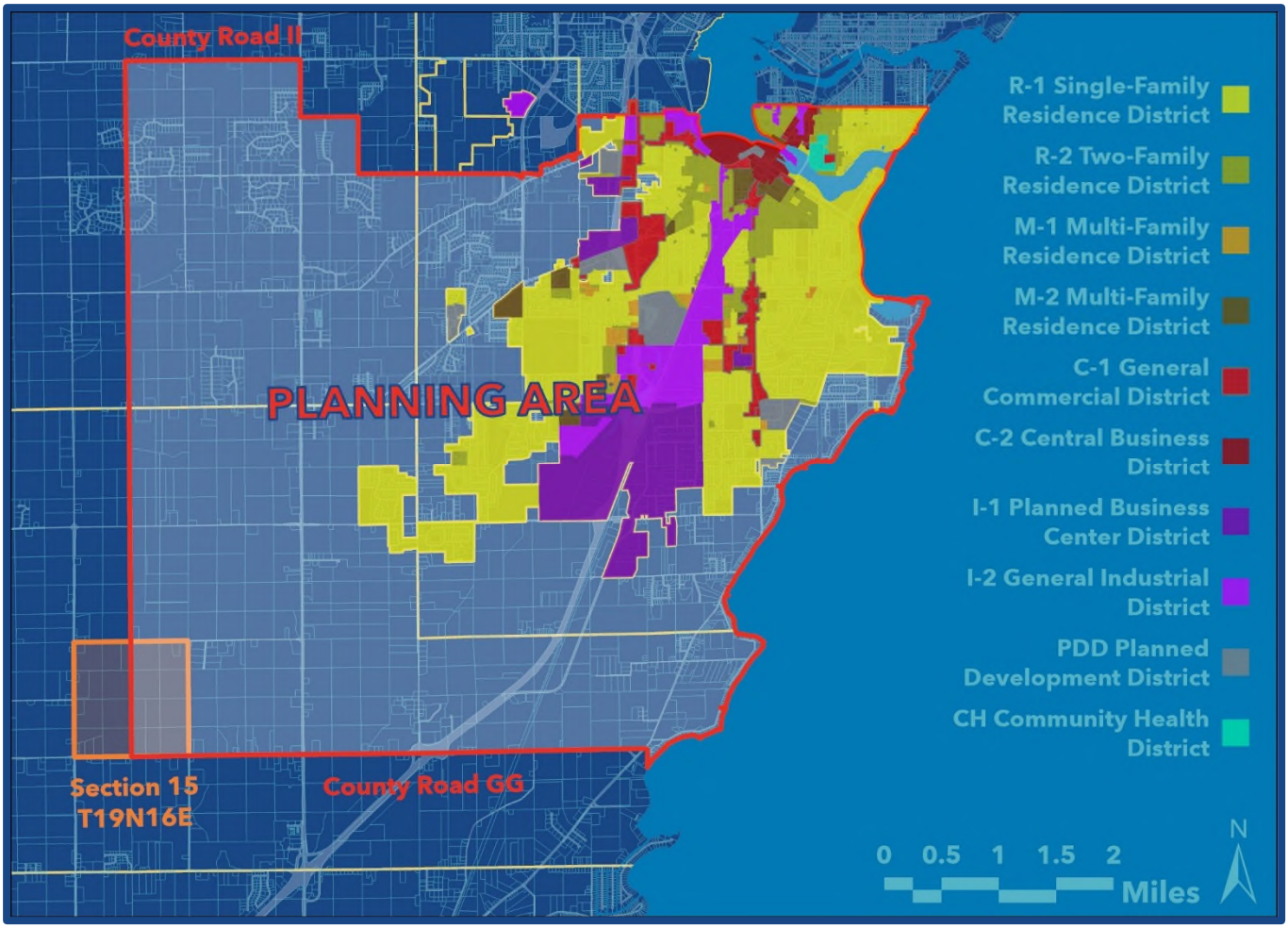

Figure 6. The City of Neenah Zoning Districts in Relation to the Planning Area

The Neenah Water Utility exclusively sells water to properties within the City, and City growth is currently very restricted. Within the current municipal boundaries, there is little undeveloped land, and land that has been developed is unlikely to undergo drastic changes besides incremental infill development and the occasional industrial expansion.

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The boundary agreement further restricts City growth to only certain areas within the Town of Neenah, and the City has limited access to unincorporated land beyond the Town. The growth of the City is anticipated to be gradual during the planning period, even after the Boundary Agreement expires. For the purpose of this plan, City growth will be projected in a best-case scenario, where growth will be projected at its maximum feasible extent.

Future Land Use

The Future Land Use Map encompasses all the City boundaries, the entirety of the Town of Neenah, and a 3 mile extraterritorial range between County Rd II and County Road GG. This covers almost the entirety of the planning area. Within the City Growth Area of the Town of Neenah, there are primarily two potential land uses; Light Density Residential and Neenah Industrial Core. In the extraterritorial range, the primary land uses are Rural Preservation Area and Neighborhood Investment Areas. For the purposes of this plan, any planning area that does not have a future land use designation shall be treated as Rural Preservation Area.

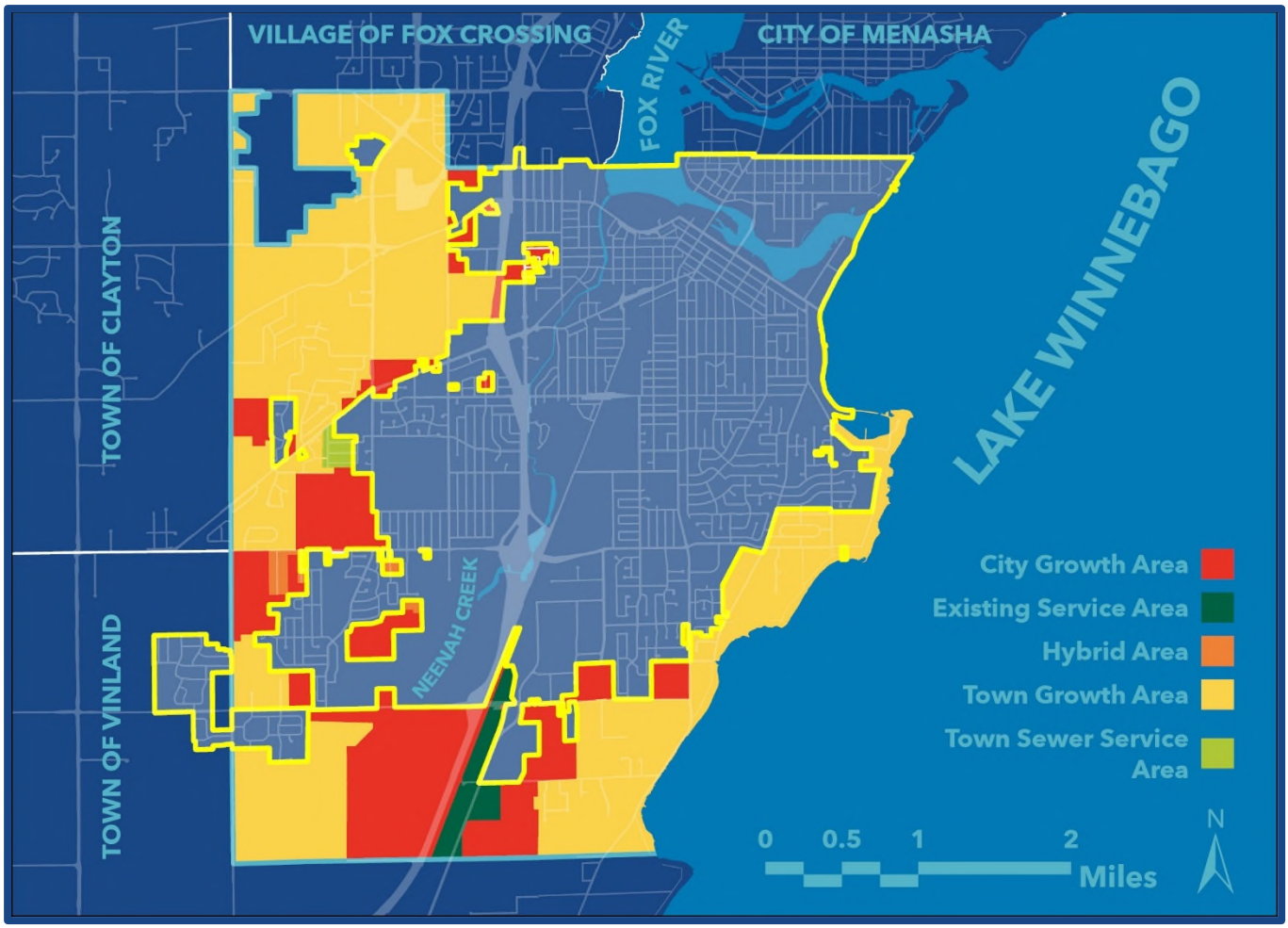


Figure 7. Boundary Agreement with the Town of Neenah

Future Land Use Projections

The future land use projections in this plan will include only unincorporated land within the City Growth Area in the Town of Neenah, and unincorporated land in the extraterritorial range.

For areas within the City Growth Area of the Town of Neenah, the future land use designations from the comprehensive plan will be used to identify the possible development types within these areas. For the purpose of these calculations, it will be assumed that land annexed in the City Growth Area will contain land use types proportional to the future land use designations within the City Growth Area as a whole.

For areas within the extraterritorial range, the future land use designations will also be used to identify possible development within these areas; however, the primary future land use designation within the extraterritorial range is Rural Preservation Area, which is land preserved until a time where there are adequate City services available for development. Therefore, Rural Preservation Areas could realistically be any land use. For the purpose of these calculations, it will be assumed that annexed land in the extraterritorial range will contain land use types proportional to the future land use designations within the extraterritorial range, and that Rural Preservation Areas will contain land uses proportional to existing land uses within existing City borders.

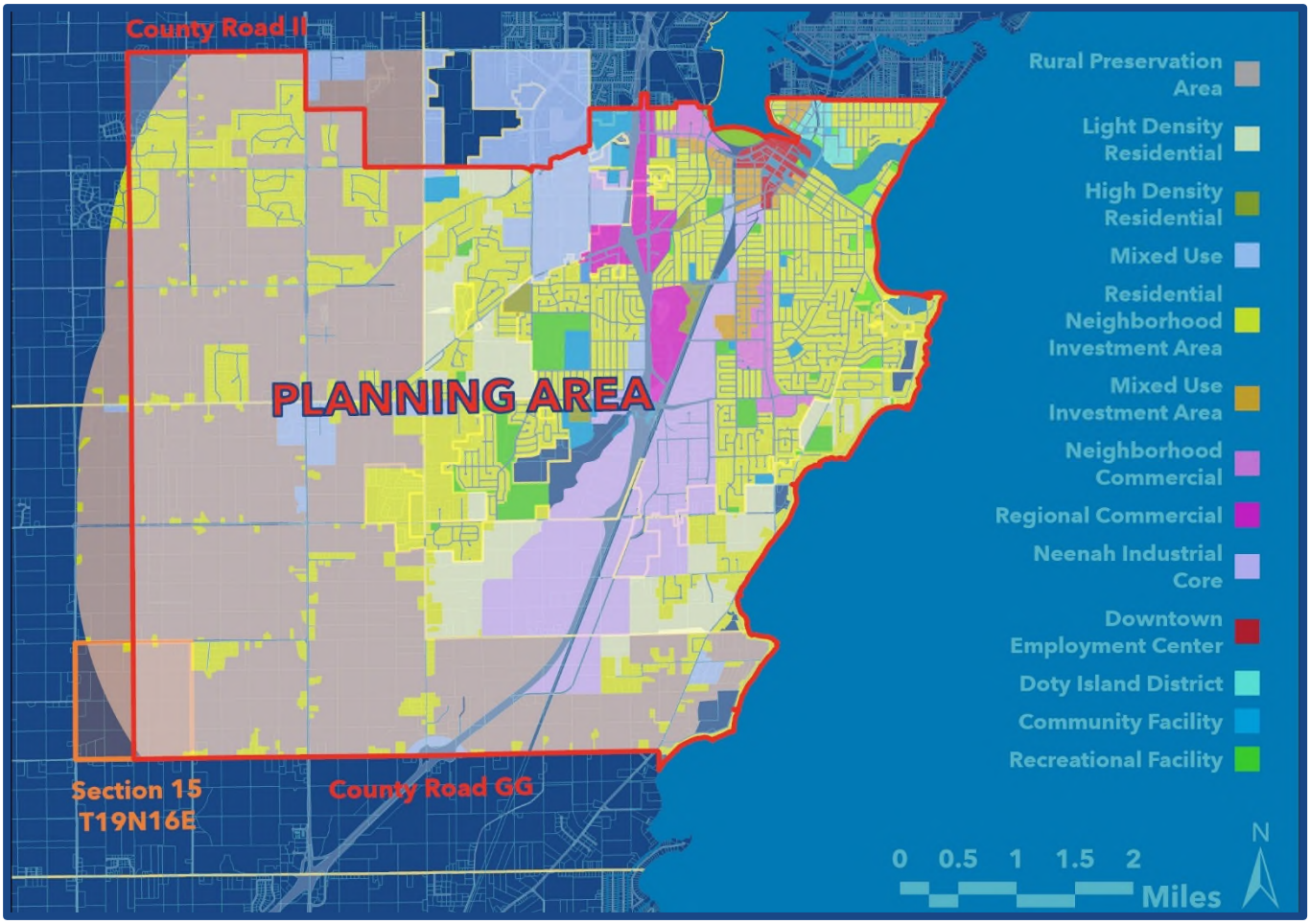
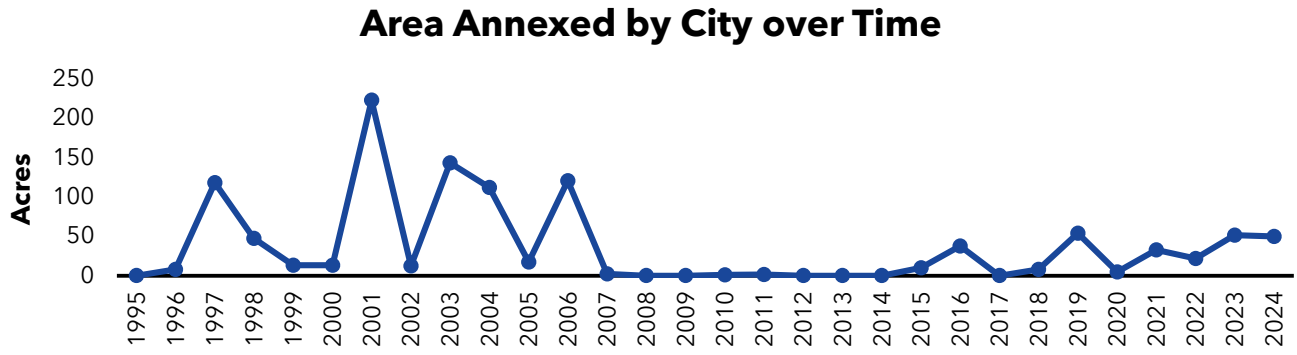
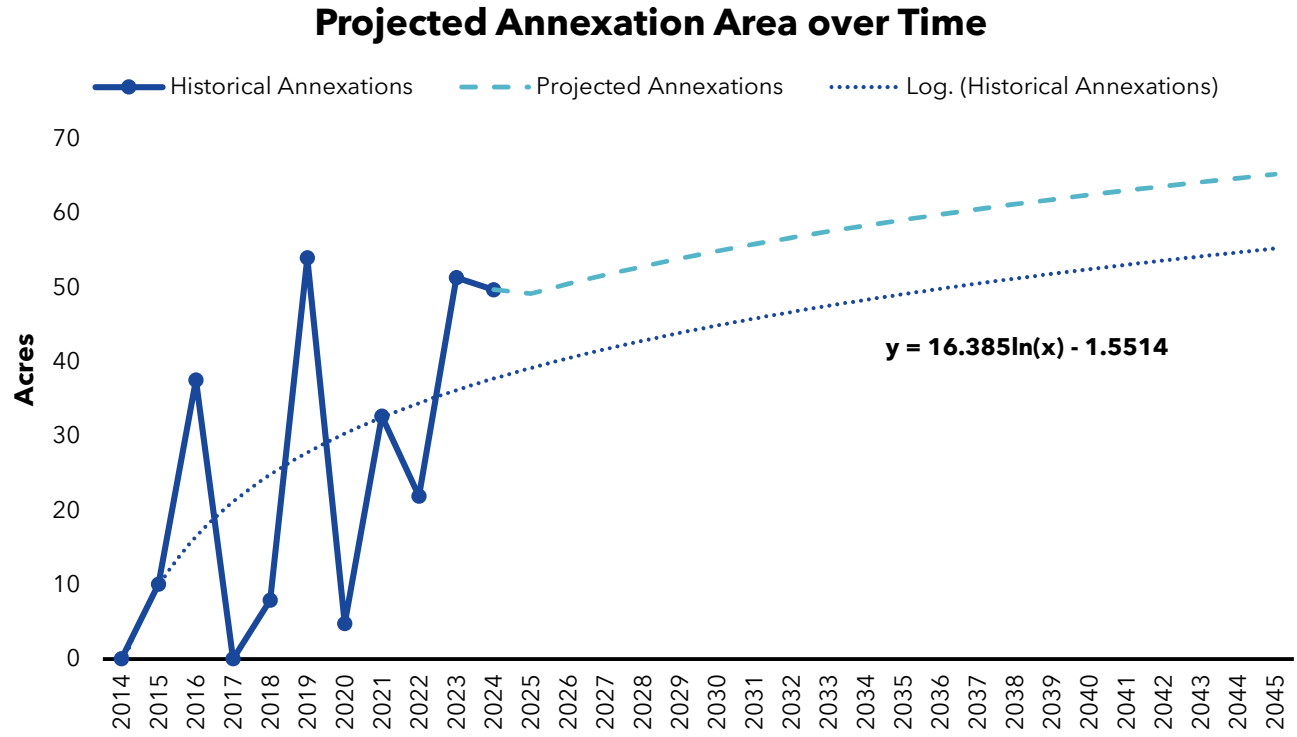


Figure 8. City of Neenah Future Land Use Map in Relation to Planning Area

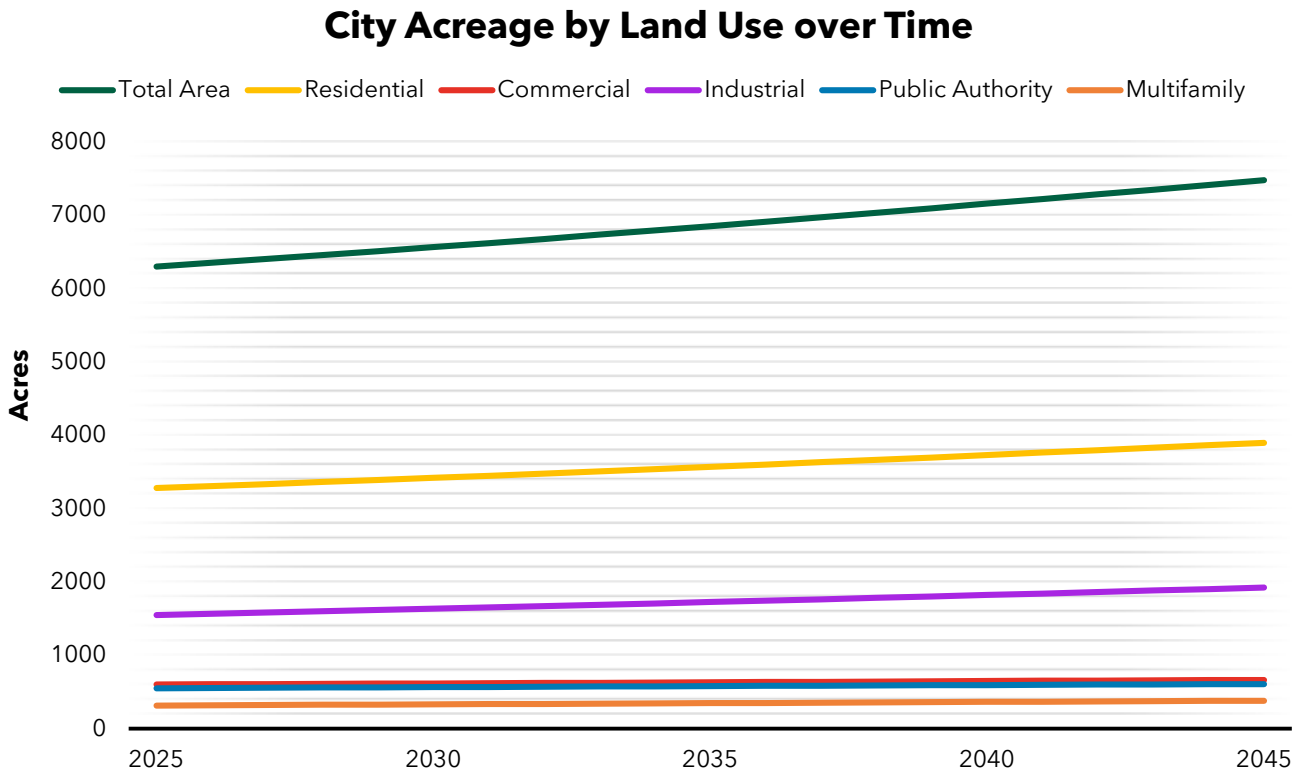
To apply the future land use ratios, it is necessary to estimate the amount of land expected to be annexed into the City over time. This requires an analysis of recent annexation trends to forecast the area of land that may be added into the City in future years. The City has had a recent revival in its growth since its brief suspension after the 2008 recession. Before 2008, annexations were sporadic and unpredictable, while in the past ten years annexation area per year has grown steadily on average. It is these past ten years which will be used to chart a projection of annexation area each year using a logarithmic trend, plus a small bonus margin for an upper-bound projection.



Using annexation area data from 2014 to 2024, the trendline of y=16.385ln(x)-1.5514 was obtained. To add a buffer margin, ten was added to the equation so that future annexation area is calculated with y=16.385ln(x)+9.5514, where x is the number of years since 2014.



Recent annexation data reveals that about 60% of annexations in the past 10 years were in the Town of Vinland, and about 40% were within the City Growth Area in the Town of Neenah. For the purpose of these calculations, City growth will be projected with these same proportions, where 60% of growth will be projected as extraterritorial growth and 40% as growth in the City Growth Area in the Town of Neenah. Using the projected annexation growth, as well as the projected land use ratios established for both the City Growth Area and the extraterritorial range, the projected acreage of each land use during the planning period can be derived. For the end purpose of producing water demand projections, land use has been categorized into the five customer types of retail water sales.



City Acreage by Land Use over Time

Year	2024	2025	2030	2035	2040	2045
	(Acres)	(Acres)	(Acres)	(Acres)	(Acres)	(Acres)
Residential	3,253.89	3,306.12	3,417.84	3,568.37	3,728.54	3,896.52
Commercial	598.02	603.54	615.34	631.25	648.17	665.91
Industrial	1,534.35	1,565.96	1,633.60	1,724.73	1,821.70	1,923.39
Public Authority	549.78	554.56	564.77	578.54	593.18	608.54
Multifamily	312.98	318.55	330.47	346.54	363.63	381.56
Total City Area	6,249.02	6,298.22	6,562.02	6,849.42	7,155.22	7,475.92

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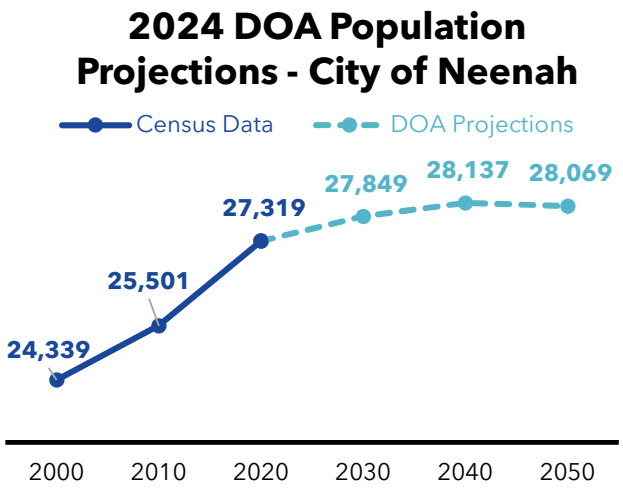
Population

Population estimates can be derived either from official sources such as the Wisconsin Department of Administration (DOA) or the US Census Bureau, or from the land use projections calculated in this section. A limitation of projections derived from the DOA or Census data is that they do not factor in City growth, they are simply estimates of population either within existing City boundaries or based on historical population trends. Since the Neenah Water Utility will serve all properties within City boundaries including future territorial growth, population estimates provide insight into potential growth of the Neenah Water Utility.

The DOA projections for the City of Neenah estimate that the City will see a population of 28,137 in 2040 – the year the Boundary Agreement with the Town of Neenah dissolves. Ten years later, it estimates the population will shrink to 28,069 in 2050.



Estimating only population is not adequate for producing water demand projections. While residential customers encompass the most numerous customers, they provide minimal incremental water usage. Industrial customers amount to a fraction of residential customers, but their water consumption as a whole is nearly equivalent. For the purpose of this plan in producing water demand projections, basing population projections; both residential and otherwise, on land use projections will give the more accurate insight into potential water demand in the City's future.

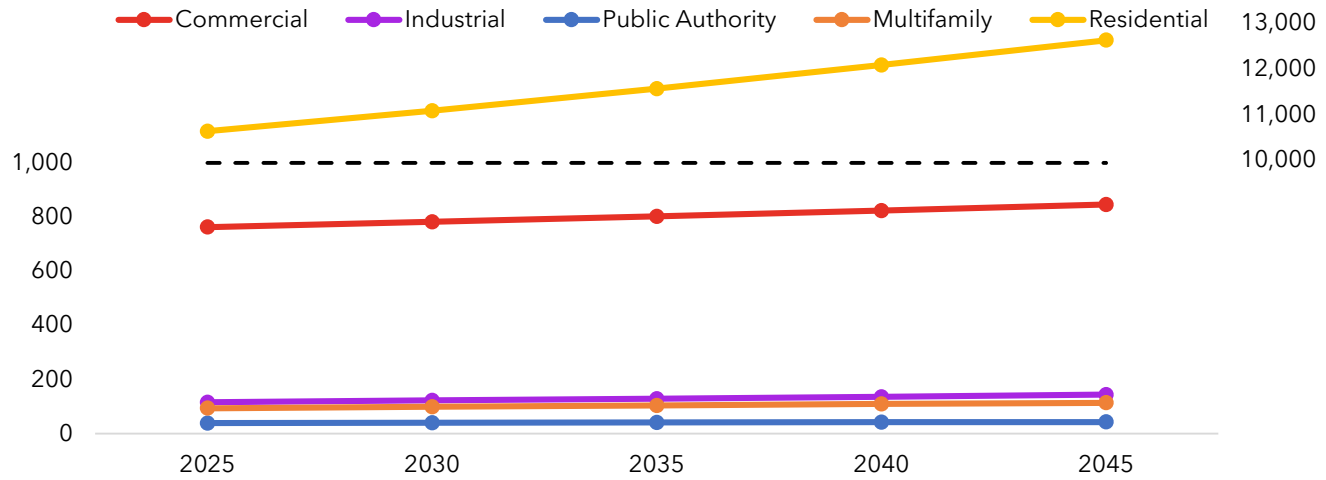
Customer numbers for each customer type can be estimated for future land use area by calculating the average density of each customer type and multiplying by the projected area for each. Below is a table of the calculated density of each customer type.

2024 Customer Density

Customer Type	Customers	Area Occupied (Acres)	Average Density (Customers/Acre)
Residential	10,547	3,253.9	3.241
Commercial	760	598.0	1.271
Industrial	115	1,534.3	0.075
Public Authority	39	549.8	0.071
Multifamily	94	313.0	0.300

By applying the average customer densities by the expected land use area for each customer type each year, the expected number of customers can be projected throughout the remainder of the planning period.

Projected Customer Numbers by Type over Time



Customer Numbers by Type over Time

Customer Type	2024	2025	2030	2035	2040	2045
Residential	10,547	10,630	11,078	11,566	12,085	12,629
Commercial	760	763	782	802	823	846
Industrial	115	116	122	129	136	144
Public Authority	39	39	40	41	42	43
Multifamily	94	94	99	104	109	114
Total	11,555	11,642	12,121	12,642	13,195	13,776

Lastly, to aid in estimation of population, average household sizes can be applied to residential customer numbers to derive population. The 2023 American Community Survey 5-year Estimates placed the average household size in the City of Neenah at 2.41. This average size can only be applied to residential customers, as multifamily customers can have any number of households. Below is a table estimating the population of people residing in a non-multifamily structure over time.

Population Residing in Non-multifamily Structures over Time

	2025	2030	2035	2040	2045
Population	25,618	26,697	27,874	29,124	30,345

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5.2 Water Demand Projections

By Customer Type

In practice, population estimates alone will not aid in the calculation of water demand projections, as population is not the sole driving factor for water demand. Instead, customer type estimates reveal much more since they encompass all land uses within the City. Customer type-based estimates also account for the disproportionate water demands among different land use types. Therefore, for the purposes of this plan, water demand projections will be primarily shaped by customer type estimates.

Since customer type numbers have been estimated over time in the previous section, all that is needed to calculate water demand projections is the average annual water demand per customer for each customer type. For the purposes of this plan and its water demand projections, the average customer demand per customer will be calculated using 2024 water use data.

2024 Customer Average Annual Water Use

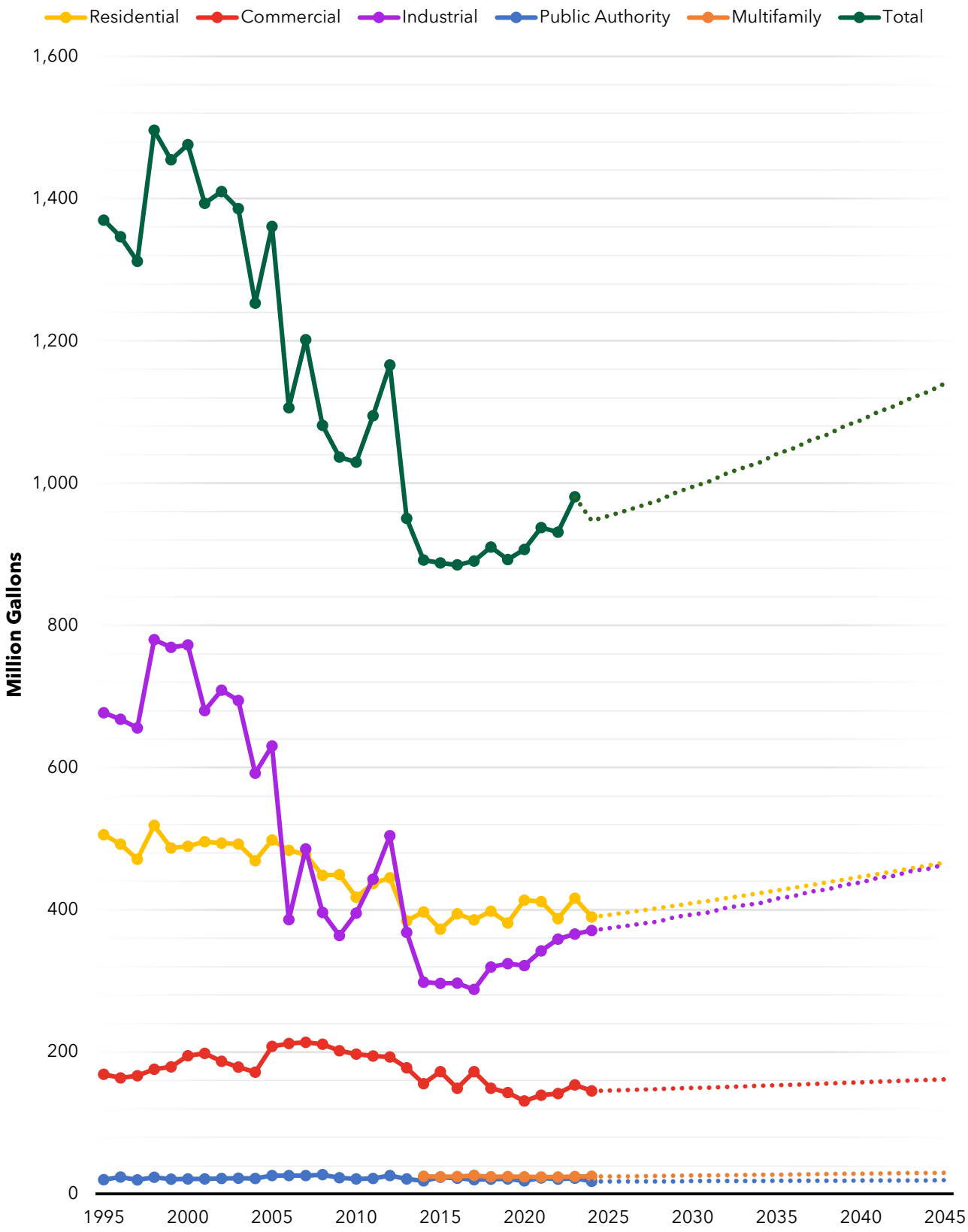
Customer Type	Customers	Total Annual Water Use	Average Annual Water Use
		(MG)	(MG / Customer)
Residential	10,547	389.331	0.0369
Commercial	760	144.857	0.1906
Industrial	115	370.412	3.2209
Public Authority	39	17.598	0.4512
Multifamily	94	24.517	0.2608

Applying the average annual water use per customer per customer type to the projected customer number estimates results in the water demand projections in the table below.

Water Demand Projections by Customer Type

Customer Type	2024	2025	2030	2035	2040	2045
	(MG)	(MG)	(MG)	(MG)	(MG)	(MG)
Residential	389.331	392.39	408.93	426.95	446.10	466.19
Commercial	144.857	145.43	149.05	152.86	156.86	161.25
Industrial	370.412	373.63	392.96	415.51	438.05	463.82
Public Authority	17.598	17.60	18.05	18.50	18.95	19.40
Multifamily	24.517	24.52	25.82	27.13	28.43	29.73
Total	946.715	953.57	994.81	1,040.94	1,088.40	1,140.39

Historic and Projected Metered Water Volume by Customer Type



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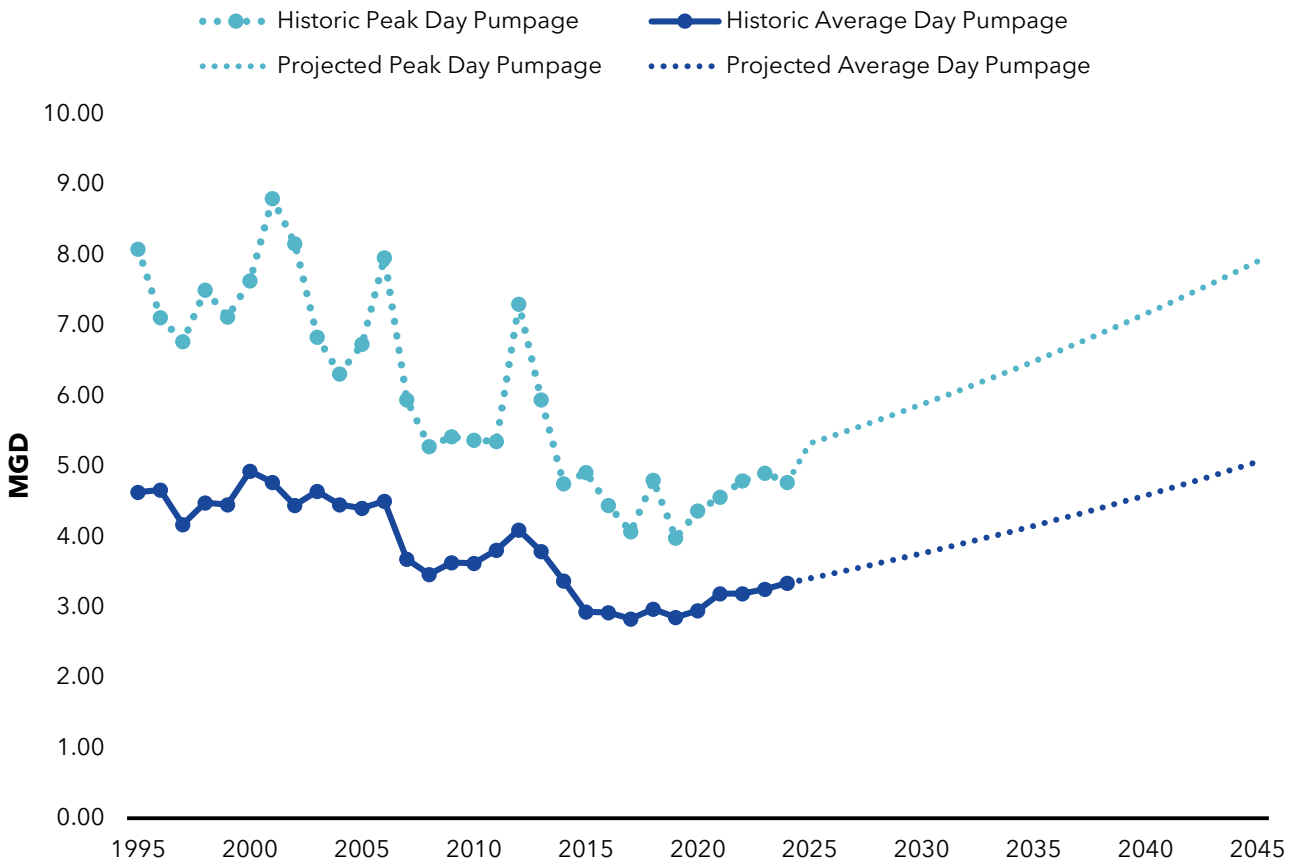
Peak Day and Average Day Pumpage

Calculation of peak day and average day pumpage will be based on historic peak and average day ratios, as well as an estimated 2% annual increase in water pumpage. This 2% increase was determined by averaging the annual increase in the total water demand projections as obtained in the previous section and rounding up to the nearest integer. Average day pumpage will be projected by the 2% average annual growth, and the peak day pumpage will be based on the average ratio between the average day and peak day for the past 20 years, which is approximately 1.57.

Historic and Projected Peak Day and Average Day Pumpage



Peak and Average Day Pumpage Projections

	2024	2025	2030	2035	2040	2045
	(MG)	(MG)	(MG)	(MG)	(MG)	(MG)
Peak Day	4.77	5.32	5.88	6.49	7.16	7.91
Average Day	3.34	3.41	3.76	4.15	4.59	5.06

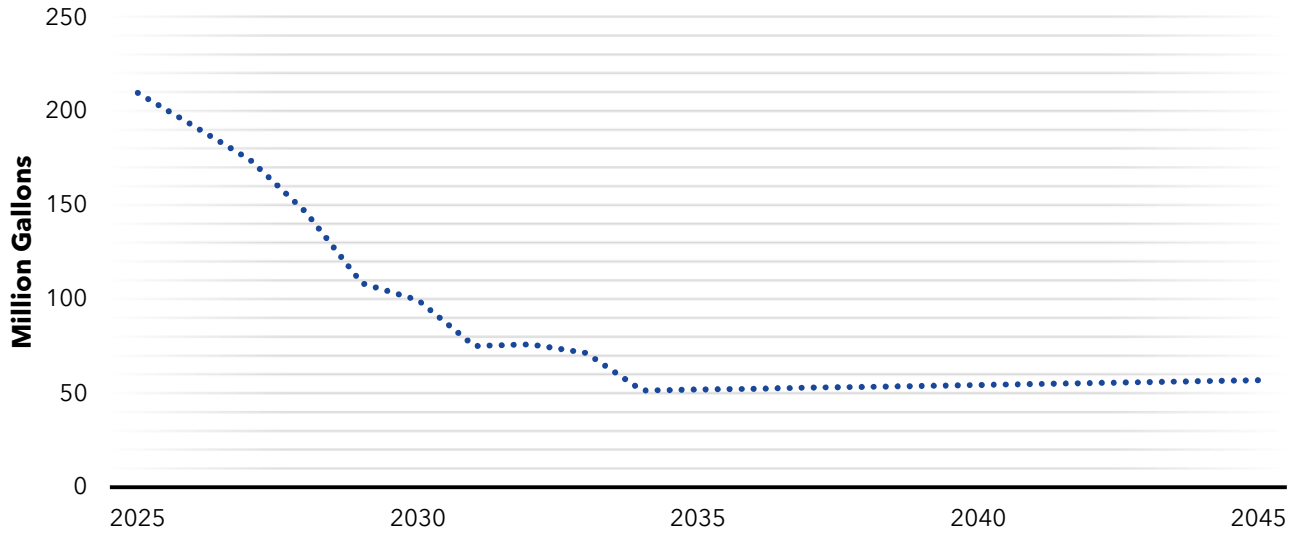
Non-Revenue Water

As described in Section 2.1, non-revenue water is calculated monthly by comparing the volume of treated water entering the distribution system against billings. Currently, non-revenue water volumes are 20% of revenue water; however, this is expected to decrease immensely over the planning period. Neenah Water Utility is pursuing a more aggressive water main replacement strategy that the Utility believes will start to drastically decrease the amount of non-revenue water.

Ultimately, the Utility is targeting a maximum of non-revenue water at 5% volume of revenue water by 2034 and continuing through the remainder of the planning period. The Utility has identified several water mains within the City which are showing the most severe signs of degradation. These mains were manufactured of poor-quality ductile iron from the 1960s and 1970s. This fact is counterintuitive as the oldest mains within a municipality would typically be the most likely candidates for replacement. In addition, the Utility has found that leakage from service lines is almost exclusively due to degradation of lead service lines. Thus, a mixed approach of replacing identified susceptible network segments such as lead service lines and poor-quality ductile iron mains in addition to the regular replacement of the oldest mains will result in the significant decline in non-revenue water volume.

Projections of non-revenue water volumes will be produced by using the anticipated percentage of non-revenue water volumes as related to revenue water each year.

Projected Volume of Annual Non-Revenue Water over Time



	2024	2025	2030	2035	2040	2045
	(MG)	(MG)	(MG)	(MG)	(MG)	(MG)
Non-Revenue Water	208.277	209.786	99.481	52.047	54.420	57.020

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Summary

The projections calculated in this plan are consistent with trends from the past ten years of Neenah Water Utility's operation. All projected customer types are increasing at a similar rate to their historical pattern and are maintaining their position in relation to each other. Residential and Industrial demands are slowly converging which is consistent with the development patterns the City is currently experiencing. Peak day and average day pumpage is also projected along a trend closely matching the past ten years of data. Non-revenue water is anticipated to shrink drastically in volume as the Utility pursues its combined approach strategy for replacing distribution segments. The graphs provided in this plan effectively visualize the projection of recent trends into the planning period.

An additional buffer has been included in each projection to create a "best-case scenario", where development occurs at the anticipated maximum speed. This is to demonstrate the largest feasible increase in water demand to the Water Utility, and whether the Utility has the capacity to serve such an increase. However, for reasons discussed under Project Limitations, it is impossible to fully predict water demand or land use patterns. Therefore, it is entirely possible for future demands to outpace the projected amounts in this plan due to unforeseen variables.

Water Demand Projections Summarized

	2025	2030	2035	2040	2045
	(MG/Day)	(MG/Day)	(MG/Day)	(MG/Day)	(MG/Day)
Annual Peak Day Pumpage	5.32	5.88	6.49	7.16	7.91
Annual Average Day Pumpage	3.41	3.76	4.15	4.59	5.06
	2025	**2030**	**2035**	**2040**	**2045**
	(MG)	(MG)	(MG)	(MG)	(MG)
Residential	392.395	408.932	426.946	446.105	466.186
Commercial	145.429	149.050	152.862	156.865	161.249
Industrial	373.633	392.959	415.506	438.052	463.820
Public Authority	17.598	18.049	18.500	18.952	19.403
Multifamily	24.517	25.821	27.125	28.429	29.733
Total	953.572	994.812	1,040.940	1,088.403	1,140.391
	2025	**2030**	**2035**	**2040**	**2045**
	(MG)	(MG)	(MG)	(MG)	(MG)
Non-Revenue Water	209.786	99.481	52.047	54.420	57.020

5.3 Insights

Potential Future Impacts

At the time of the creation of this plan, Neenah Water Utility does not anticipate selling water to consecutive systems; however, the Water Utility does not rule this out as a possibility. Should the need from a neighboring community arise and it is found to be compatible with the goals and objectives of the Neenah Water Utility and within the best interests of the City of Neenah, it is possible for the sale of water to consecutive systems to occur within the planning period.

Currently, large-scale data centers are becoming an increasing possibility for communities within Wisconsin, as the State has a large amount of land suitable for development near large water resources; which data centers require lots of. With Neenah's proximity to large surface-water sources and extensive extraterritorial land suitable for development, a data center could potentially desire to be located nearby and seek service from Neenah Water Utility within the planning period.

The Water Utility does not currently have a Water Conservation Plan, nor does it have plans to create one in the near future. There are also no active water conservation alternatives being deployed to Utility customers. This is not to say that the Utility does not value water conservation, but rather that these efforts have been proven unnecessary due to low-flow toilet and faucet mandates, and the historic decline of water consumption despite the City growing in population. Water demand per customer is expected to shrink on average as appliances become more efficient. Neenah does have a Sustainability Committee which focuses on environmental sustainability and has previously provided options to reduce water demand such as rain barrels. If the need arises, the Water Utility may explore the possibility of creating a Water Conservation Plan or raising awareness on water conservation alternatives.

Projection Limitations

Predicting accurate land use forecasts is inherently impossible, as there are innumerable variables which can affect land use and development patterns. All numerical projections in this plan are based solely on current and historic water use and land use data, as well as planned land uses from the comprehensive plan. Variables such as economic influence, natural disaster, legislative restriction, new technology, or any other items which may dictate potential impacts to water use within the planning period are not included within these calculations. Therefore; it is apt that the future calculations are labeled "projections", as they are the simply current trends projected into the future, and do not account for the variables listed above.

6. RECOMMENDATIONS AND IMPLEMENTATION

6.1 Plan Recommendations

Water Supply Sources

As described in Section 2 of this plan, Neenah Water Utility withdraws water from Lake Winnebago with an emergency intake in the Fox River. When considering alternative sources such as groundwater or the Neenah Slough, these sources possess complications such as lack of adequate supply, water quality issues, or conflicts with the treatment process. Lake Winnebago is the most logical, cost effective, and sustainable choice for withdrawal. Therefore, this plan finds that with projected water demands for current and potential service areas, the current water source of Lake Winnebago is the best source available, and no change in source is needed.

Water Supply System

As described in Section 3 of this plan, the Neenah Water Utility has an extensive water supply system including a 12 MGD treatment plant, a 36-inch intake pipe, a clearwell and two elevated storage tanks equaling a total of 4.5 MG of storage, a booster station, and an extensive network of water distribution pipes. The storage and distribution facilities are necessary and adequately sized with room for growth. The water treatment facility is operating at about 30-percent capacity, meaning the City could completely double in size and the plant would be well within its rated capacity. Therefore, this plan finds that the water supply system is effectively utilized to the extent practicable, and has ample room to accommodate growth in the City.

Current Water Use

As described in Section 4 of this plan, the Neenah Water Utility serves water exclusively to properties within the City of Neenah. The top water users of the Utility are primarily industrial in nature, and attribute to nearly a quarter of the Utility's revenue. The water purchased from the Utility is reflective of the land use patterns occurring within the City. Therefore, this plan finds that the Neenah Water Utility is correctly configured to and is currently accommodating the current demand.

Projected Water Use

As described in Section 5 of this plan, the Neenah Water Utility anticipates continued growth within and to the west of the City. While the current primary facilities are more than capable of meeting the projected future demands, the ability to supply water in an emergency may not be sufficient in future years. The emergency intake is only 16-inch with a maximum withdrawal capacity of 4 MGD, as opposed to the 36-inch main intake with a 12 MGD

withdrawal capacity. In 2024, the average day demand was 4.77 MGD, meaning if the main intake were incapacitated, the 16-inch backup intake may not be able to supply the demand required, especially if the City continues to see industrial growth and residential growth west. Therefore, this plan recommends the enlargement of the emergency Fox River intake to a 24-inch intake within the planning period. The enlarged intake would consist of 2,090-feet of 24-inch pipe at $300 a linear foot, as well as a new intake structure. The total project cost is estimated to be around $859,000.

6.2 Analysis of Consistency with Other Plans and Agreements

Comprehensive Plan

The City Comprehensive Plan ("Plan") 2040 was adopted in 2017 and updated in 2024. The Plan meets the requirements of Wisconsin State Statute 66.1001. The Plan is used to help identify the projected planning area within the water supply service area plan and the future land use designations were used to identify the use and projected water demand. The water service planning area is consistent with the adopted projected growth identified in the Plan. The water supply service area plan furthers major goals and objectives in the Plan including the following:

- Provide services in a manner that will promote efficient, cost-effective, and orderly growth and development and will meet existing and projected future needs.
- Create a balance pattern of land uses that meets the needs and desires of residents, preserves and enhances quality of life and is compatible with adjacent land uses.
- Ensures that environmentally sensitive areas such as wetlands, floodplains, corridors and surface water resources are protected.
- Participate in cooperative planning efforts with local governmental units and service providers.
- Direct the extension of public utility systems to suitable areas that can be most efficiently and economically serviced.
- Develop a map that depicts how future area will be served with the provision of public utilities.

The future land use map from the Plan was used in producing population, land use, and water demand projections.

The 2024 Fox Cities Sewer Service Area Plan

The 2024 Fox Cities Sewer Service Area ("SSA") Plan was updated and certified by the Wisconsin DNR in 2024. Within the Fox Cities SSA is the Neenah-Menasha sewer service area. The sewer service area was reviewed and amended as part of the 2024 updated to include areas within the City's projected growth area. The current Neenah-Menasha sewer service area and planning area were used in the creation of the water supply service area map.

The water supply service area plan furthers the major goals and objectives of the Fox Cities SSA including the following:

- Encourage an orderly and planned pattern of community growth and development.
- Promote balanced allocation of land areas to accommodate current and future urban development needs which contain centralized, compact, contiguous and compatible urban development patterns.
- Promote urban development which protects environmentally sensitive areas and is compatible with the natural resource base.
- Promote efficient and cost-effective development in urban growth areas.
- Preserving rural land uses by requiring planning which considers water and sanitary sewer adequacy. Provide efficient, economical, and equitable public facilities and services to urban development.
- Provide services where efficiency, equity, and economies of scale can be obtained through cooperation and coordination.
- Improve and protect surface and groundwater quality.

The Planning Boundary for the Neenah-Menasha SSA was used to inform portions of the planning area for this plan.

Cooperative Boundary Agreement

The City of Neenah and Town of Neenah entered into a Cooperative Boundary Agreement (Agreement) in 2003. The Agreement was amended in 2022 with an expiration date of 2040. The Agreement sought orderly, planned growth for the City and Town and the provision of appropriate, cost-effective municipal services for such development. Within the Agreement, the City and Town agreed to City Growth area within the Town that were suitable for future development. City Growth Areas are not currently in the City, however, the Agreement allows for proper planning and utility extensions to serve these areas in the future, since they are likely to annex and develop in the City.

The Agreement further seeks to prevent unplanned development leading to urban sprawl, and protection of the area's natural resources, including it lakes, streams, rivers, wetlands, and woodlands. The Agreement also grants the ability for the Neenah Water Utility to provide water wholesale to a specific small parcel in the Town of Neenah provided it develops. At the time of this plan, the development has not occurred, and the Utility does not serve that property.

The Agreement was used to help determine future land use, population projections, and future water demand. The WSSAP included the goals and objective of the Agreement in this plan.

DRAFT

6.3 Public Participation

Public Notice

Notice was given on the creation of the WSSAP on [DATE HERE] by [METHOD(S) OF NOTICE HERE].

Public Hearing

A public hearing was held at [LOCATION HERE] on [DATE AND TIME HERE]. At the hearing, copies of the WSSAP were available for viewing. Staff was also present to answer potential questions on both the WSSAP and other aspects of the Water Utility and its processes and future. During this hearing, an opportunity to provide written comment on the plan was available. Written comments from the hearing are provided as an appendix to this plan.

6.4 Submission of Plan to Local Governments

Purpose

According to Wis. Admin Code NR 854.05(11), this plan must include documentation that it has been submitted to the governing body of each municipality whose public water supply is addressed by the plan. This plan addresses first and foremost the City of Neenah's public water supply, but also indirectly impacts the public water supply of other municipalities as well, since this plan assumes water service area growth into area currently belonging to other municipalities. These municipalities include; the Town of Neenah, the Town of Vinland, and the Town of Clayton. Records of delivery are available with the Neenah Water Utility.

City of Neenah Common Council

Submitted: [DATE OF SUBMISSION]
Via: [METHOD OF SUBMISSION]

Town of Clayton Town Board

Submitted: [DATE OF SUBMISSION]
Via: [METHOD OF SUBMISSION]

Town of Neenah Town Board

Submitted: [DATE OF SUBMISSION]
Via: [METHOD OF SUBMISSION]

Town of Vinland Town Board

Submitted: [DATE OF SUBMISSION]
Via: [METHOD OF SUBMISSION]

Approval by Neenah Water Works Commission

This plan was introduced to the Neenah Water Works Commission ("Commission") meeting on September 9th, 2025. Presentation was given on the purpose of the document, including the legislative requirements compelling its creation, in addition to the content of the plan. After brief discussion the plan was approved by the Commission.

Neenah Water Utility
211 Walnut St. PO Box 426 Neenah, WI 54957-0426
Office: (920) 886-6182 Cell: (920) 858-6300
Email: amach@neenahwi.gov
Anthony L. Mach
Director of Neenah Water Utility

MEMORANDUM

DATE: September 4, 2025

TO: Neenah Waterworks Commission

FROM: Anthony L. Mach

RE: Request to Approve Agreement with McMahon Engineers for Services Relating to the Oak Street Bridge Water Main Project

Staff sent an RFP for the Oak Street Bridge Water Main Project to fifteen firms, including engineering firms and well-established contractors. After staff reviewed all responses, they recommend the proposal from McMahon Engineers for this project. McMahon has offered to provide design phase, bidding phase, contract administration phase, and construction phase services for a lump-sum total of $51,000.00.

Staff request approving the agreement with McMahon Engineers to provide services relating to the Oak Street Bridge Water Main Project.

Director's Report
September 15, 2025

1. Water Loss Report.

2. The following applicable items were approved at the August 26, 2025 Board of Public Works meeting:

   - Recommendation to Water Works Commission to approve Final Pay Request for Contract 1- 24W Removal and Replacement of Carbon Dioxide Tank and Related Appurtenances, to Rohde Brothers, Inc., in the amount of $10,250.00.

3. The following applicable items were approved at the September 9, 2025 Board of Public Works meeting:

   - Recommendation to Water Works Commission to approve the Final Pay Request for Contract 2-23W West Side Booster Station Building Construction, to RJM Construction, LLC, in the amount of $12,597.24.

4. Booster Station Update.

5. Carbon Dioxide Tank Project Update.

6. Solar Installation Update.

7. The next regular Waterworks Commission meeting is scheduled for Monday, October 20, 2025.

NEENAH WATER UTILITY
PRODUCTION/UNBILLED WATER REPORT

THREE MONTH TOTALS
(1000 GALLONS)

USAGE PERIOD	*RAW WATER*	*FINISHED WATER*	*BILLED WATER*	*WATER LOSS ACCOUNTED*	*WATER LOSS UNACCOUNTED*	*% WATER LOSS UNACCOUNTED*
CURRENT THREE MONTHS (May, June, July)	384,760	367,630	252,163	37,818	77,649	21.12%
MOST RECENT THREE MONTHS (April, May, June)	369,020	351,650	238,397	28,793	84,460	24.02%
1 YEAR AGO (May, June, July)	339,920	326,710	237,083	27,446	62,181	19.03%

NOTES:
Raw water is the total amount of raw water withdrawn from Lake Winnebago / Fox River during the indicated period.
Finished water is the total amount of water entering the distribution system during the indicated period
Billed water is the total usage during the indicated period.
Water loss accounted includes internal plant usage, estimated loss from known main breaks and service leaks, and hydrant flushing.
Water loss unaccounted is calculated by subtracting the billed water and water loss accounted from the finished water.

DAILY AVERAGE
(MGD)

USAGE PERIOD	*RAW WATER*	*FINISHED WATER*
Jul, 2025	4.25	4.06
Jun, 2025	4.22	4.03
Jul, 2024	3.79	3.62

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
40	3/25/2025	4/24/2025	30	18332	21591	3259	37785	38843	1058	2201	$ 175.02
41	4/24/2025	5/22/2025	28	21591	22225	634	38843	40022	1179	(545)	$ 121.27
42	5/22/2025	6/24/2025	33	22225	22936	711	40022	41332	1310	(599)	$ 135.51
43	6/24/2025	7/25/2025	31	22936	23562	626	41332	42642	1310	(684)	$ 124.17
44	7/25/2025	8/25/2025	31	23562	24184	622	42642	43902	1260	(638)	$ 122.04
						57852			42642	15210	$ 4,939.19

Number of Full Months in Operation		**44**
Cost of System (Less Incentives)	**$**	**10,183.00**
Projected Payback (Years)		**7.56**
Total Cost of System	**$**	**22,886.00**
Incentives	**$**	**12,703.00**
Net Cost of System	**$**	**10,183.00**