



MEMO

Engineering Department

To: Board of Public Works

From: Jeff Bodoh

Date: June 1, 2026

Re: 2025 Compliance Maintenance Annual Report (CMAR) to DNR

Background information:

Per Wisconsin DNR: Chapter NR 208, Wis. Adm. Code is more commonly known as the Compliance Maintenance Annual Report (CMAR) rule for publicly and privately owned domestic wastewater treatment works. The CMAR is a self-evaluation tool that promotes the owner's awareness and responsibility for wastewater collection and treatment needs, measures the performance of a wastewater treatment works during a calendar year, and assesses its level of compliance with permit requirements.

This report provides the following information to help:

- Describes the management and physical condition of the wastewater treatment works during the previous calendar year.
- Assesses system performance and wastewater maintenance activities.
- Evaluates compliance with WPDES permit requirements.
- Provides an objective analysis to determine whether a more detailed evaluation of the wastewater facility is needed.
- Identifies proposed actions necessary to maintain regulatory compliance.
- A new section looks at energy usage for lift stations within the system.

City of Kaukauna has achieved an overall grade of "A" in 2025 reporting, which requires no formal corrective actions. A Resolution acknowledging that the report has been completed and reviewed is required and is on the Common Council agenda tomorrow. Recommended collection system response and an overall comment/action items from the Council acknowledging the need to continue improvements to City sanitary sewer collection system is being requested.

Strategic Plan:

This report assists the City with evaluating the Annual Maintenance and Performance Goals for the sanitary sewer system and determining which items need more attention.

Budget:

The budget contains a Sanitary Sewer Utility section for the operation, maintenance, rehabilitation and replacement of the City's sanitary sewer system.

Staff Recommended Action:

Receive and place on file the 2025 Compliance Maintenance Annual Report and Recommend Adoption of the **"2025 Compliance Maintenance Annual Report (CMAR) Resolution"** to Common Council (also attached to end of report).

Compliance Maintenance Annual Report

Kaukauna Sewage Collection System

Last Updated: Reporting For:
5/28/2026 **2025**

Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 150px;" type="text" value="Ashley Roehl"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="920-766-6312"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="aroehl@kaukauna.gov"/></p>																	
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p>● Yes (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ No (40 points)</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?</p> <p>Year: <input style="width: 100px;" type="text" value="2023"/></p> <p>● 0-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CFWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p>● Yes (0 points)</p> <p>○ No (40 points)</p>	0																
<p>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</p>																	
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?</p> <p>Year: <input style="width: 100px;" type="text" value="2023"/></p> <p>● 1-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A</p> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																	
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%;"></td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;"><input style="width: 150px;" type="text" value="7,439,870.00"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: center;">-</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="527,065.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="6,912,805.00"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="4,844,147.00"/></td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR		\$	<input style="width: 150px;" type="text" value="7,439,870.00"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	-	\$	<input style="width: 150px;" type="text" value="527,065.00"/>	3.2.3 Adjusted January 1st Beginning Balance		\$	<input style="width: 150px;" type="text" value="6,912,805.00"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$	<input style="width: 150px;" type="text" value="4,844,147.00"/>	
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Compliance Maintenance Annual Report

Kaukauna Sewage Collection System

Last Updated: Reporting For:
5/28/2026 **2025**

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) -

\$ 3,609,427.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 8,147,525.00

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

2024 Sanitary Sewer Budget, shows 2024 expenses. Detailed ledger is available upon request.

3.3 What amount should be in your Replacement Fund?

\$ 1.00

0

Please note: If you had a CFWP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Sanitary Relay -Diedrich St, Jefferson St, Margaret St, Maria St, and Idlewild	\$750,000	2026
2	Industrial Park sanitary sewer relay	\$1,600,000	2026
3	Sanitary Relay - Sullivan Avenue Area Phase 1	\$925,000	2027
4	Sanitary Relay - Lincoln Street Area	\$1,200,000	2028
5	Sanitary Relay - Sullivan Avenue Area Phase 2	\$1,200,000	2029
6	Sanitary Relay - President Streets	\$1,200,000	2030

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

Compliance Maintenance Annual Report

Kaukauna Sewage Collection System

Last Updated: Reporting For:
5/28/2026 **2025**

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	12,669	
February	11,616	
March	11,353	
April	15,248	
May	13,744	
June	13,084	
July	12,404	
August	13,054	
September	11,735	
October	8,972	
November	9,809	
December	9,621	
Total	143,309	0
Average	11,942	0

6.1.2 Comments:

The City's annual collection system electric use went down roughly 6.2%.

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

● No

○ Yes

Year:

By Whom:

Describe and Comment:

Compliance Maintenance Annual Report

Kaukauna Sewage Collection System

Last Updated: Reporting For:
5/28/2026 **2025**

6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

During systematic upgrades to lift stations, energy efficiency will be a determining factor for equipment.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Kaukauna Sewage Collection System

Last Updated: Reporting For:
5/28/2026 2025

Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Specific 2025 Numerical Goals and Results are found in Appendix IV of the city CMOM. A summary is attached.

Overall System goals:

- 1) No sanitary sewer overflows
- 2) No basement backups due to lack of mainline maintenance
- 3) No infrastructure failure (street or sewer collapse) due to lack of maintenance
- 4) Maintain capacity for community and industrial growth within the City and HOVMSD interceptor
- 5) Review and update City Sewer Use Ordinance and maintain compliance with WIDNR and HOVMSD ordinances
- 6) Assist HOVMSD in implementation of a FOG control program.
- 7) Continue to identify and eliminate illegal sump discharges, cross connections, and other illicit connections
- 8) Design and implement an on going sewer condition evaluation program
- 9) Maintain an adequate budget to perform necessary maintenance of sewer system
- 10) Maintain and update records to ensure accurate and efficient data management

Did you accomplish them?

- Yes
- No

If No, explain:

Experienced basement backups in 2025- related to system maintenance.

- Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

- Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Municipal Ordinance-Sewer Use Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2023-07-05

Does your sewer use ordinance or other legally binding document address the following:

Compliance Maintenance Annual Report

Kaukauna Sewage Collection System

Last Updated: Reporting For:
5/28/2026 **2025**

Private property inflow and infiltration
 New sewer and building sewer design, construction, installation, testing and inspection
 Rehabilitated sewer and lift station installation, testing and inspection
 Sewage flows satellite system and large private users are monitored and controlled, as necessary
 Fat, oil and grease control
 Enforcement procedures for sewer use non-compliance
 Operation and Maintenance [NR 210.23 (4) (d)]
 Does your operation and maintenance program and equipment include the following:
 Equipment and replacement part inventories
 Up-to-date sewer system map
 A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
 A description of routine operation and maintenance activities (see question 2 below)
 Capacity assessment program
 Basement back assessment and correction
 Regular O&M training
 Design and Performance Provisions [NR 210.23 (4) (e)]
 What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?
 State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
 Construction, Inspection, and Testing
 Others:

Overflow Emergency Response Plan [NR 210.23 (4) (f)]
 Does your emergency response capability include:
 Responsible personnel communication procedures
 Response order, timing and clean-up
 Public notification protocols
 Training
 Emergency operation protocols and implementation procedures
 Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]
 Special Studies Last Year (check only those that apply):
 Infiltration/Inflow (I/I) Analysis
 Sewer System Evaluation Survey (SSES)
 Sewer Evaluation and Capacity Management Plan (SECAP)
 Lift Station Evaluation Report
 Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	21.2	% of system/year
Root removal	0	% of system/year
Flow monitoring	100	% of system/year
Smoke testing	0	% of system/year
Sewer line televising		

Compliance Maintenance Annual Report

Kaukauna Sewage Collection System

Last Updated: Reporting For:
5/28/2026 **2025**

Manhole inspections	<input type="text" value="7.4"/>	% of system/year
Lift station O&M	<input type="text" value="8"/>	% of system/year
Manhole rehabilitation	<input type="text" value="4"/>	# per L.S./year
Mainline rehabilitation	<input type="text" value="2.9"/>	% of manholes rehabbed
Private sewer inspections	<input type="text" value="2.4"/>	% of sewer lines rehabbed
Private sewer I/I removal	<input type="text" value="1.8"/>	% of system/year
River or water crossings	<input type="text" value="1.8"/>	% of private services
	<input type="text" value="100"/>	% of pipe crossings evaluated or maintained
Please include additional comments about your sanitary sewer collection system below:		
<input type="text"/>		

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="17.42"/>	Total actual amount of precipitation last year in inches
<input type="text" value="31.08"/>	Annual average precipitation (for your location)
<input type="text" value="87.3"/>	Miles of sanitary sewer
<input type="text" value="7"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="0"/>	Number of sewer pipe failures
<input type="text" value="0"/>	Number of basement backup occurrences
<input type="text" value="24"/>	Number of complaints
<input type="text" value="2"/>	Average daily flow in MGD (if available)
<input type="text" value="3.52"/>	Peak monthly flow in MGD (if available)
<input type="text" value="14.98"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.00"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.00"/>	Basement backups (number/sewer mile)
<input type="text" value="0.27"/>	Complaints (number/sewer mile)
<input type="text" value="1.8"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text" value="7.5"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

Compliance Maintenance Annual Report

Kaukauna Sewage Collection System

Last Updated: Reporting For:
5/28/2026 **2025**

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **			
Date	Location	Cause	Estimated Volume
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

I&I could be detected at metering stations, specifically after rain events and changes in the river level.

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- Yes
- No

If Yes, please describe:

High water alarms, lift station pumps plugged with rags and other debris. The Augustine Street and CTH"CE" lift station pumps could not keep up with some of the I and I in the storm sewer system.

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

Approximately 10,990 feet of deteriorated clay, concrete, and truss main and approximately 108 service laterals were replaced or rehabilitated as part of the City's rehabilitation projects in 2025. In addition, some temporary manhole improvements were made in the river to reduce inflow.

5.4 What is being done to address infiltration/inflow in your collection system?

The City continues to replace and rehabilitate the sanitary sewer and manholes throughout the City. The City has an annual sanitary sewer replacement program in place

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Kaukauna Sewage Collection System

Last Updated: Reporting For:
5/28/2026 **2025**

Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			4	16
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

Compliance Maintenance Annual Report

Kaukauna Sewage Collection System

Last Updated: Reporting For:
5/28/2026 **2025**

Resolution or Owner's Statement

Name of Governing
Body or Owner:

Date of Resolution or
Action Taken:

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00

RESOLUTION NO. _____

2025 COMPLIANCE MAINTENANCE ANNUAL REPORT (CMAR) RESOLUTION

WHEREAS, it is a requirement under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Department of Natural Resources for the governing body to file a Compliance Maintenance Annual Report (CMAR) for its wastewater collection system under Wisconsin Administrative Code NR 208:

WHEREAS, the governing body has reviewed the Compliance Maintenance Annual Report (CMAR);

WHEREAS, it is necessary to provide recommendations or an action response plan for the Collection Systems CMAR section grades of "C" or less and/or an overall grade point average <3.00, or if a Sanitary Sewer Overflow was reported;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Kaukauna that the following recommendations or actions will be taken to address or correct problems/deficiencies of the wastewater treatment or collection system as identified in the Compliance Maintenance Annual Report (CMAR):

- 1) Continue systematic inspection, rehabilitation, and replacement of sanitary sewer collection system to maintain zero sanitary sewer overflows and assure capacity of the system for future growth.

Introduced and adopted this 1st day of June 2026.

APPROVED: _____
Anthony J. Penterman, Mayor

ATTEST: _____
Kayla Nessmann, Clerk