

# AGENDA

**NEENAH WATER UTILITY  
REGULAR WATER COMMISSION MEETING  
Monday, October 21, 2019  
4:30 P.M.  
Hauser Room – City Hall**

**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 September 16, 2019 (Attachment)
2. Approve the Invoices for September 2019 (Attachment)
3. Appearances
4. Old Business/New Business
  - A. Approve Salary Plan Recommendations (Attachment)
  - B. Accept 3<sup>rd</sup> Quarter Financial Report (Attachment)
  - C. Director's Report (Attachment)
  - D. Any Other Business That May Legally Come Before the Commission
  - E. Adjournment

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

## MINUTES OF THE NEENAH WATER WORKS COMMISSION

Regular Meeting – September 17, 2019

The Hauser Room – City Hall

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

**Excused:** Commissioner Smaby

**Also Present:** Assistant City Comptroller Kahl

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

Approve Regular Meeting Minutes for August 19, 2019 – Following discussion, **M.S.C. Boyette/Lang to approve the August 19, 2019 Regular Meeting Minutes**. All voting aye.

Approve the Invoices for August 2019 – Per the Commission request at the August 19, 2019 meeting, Director Mach reported back regarding the Sewer Bulkhead Fitting invoice from the July invoices. This was for the repair of the sanitary service on the northwest corner of the plant. The Commission questioned invoices from the following vendors: Sabel Mechanical, LLC., Graymont Capital, Inc., Hawkins, Inc. and Ferguson Waterworks. Director Mach explained that the invoice from Sabel Mechanical, LLC was for the extensive repair of the gas line in the older portion of the water plant. The invoice from Graymont Capital, Inc. was for Hydrated Lime. The Commission questioned the frequency of purchases of hydrated lime. Director Mach explained that this vendor sends smaller loads more frequently than the previous vendor (Mississippi Lime). Furthermore, Director Mach was asked to calculate the yearly cost per million gallons for the two lime products. The charge from Hawkins was for the corrosion inhibitor LPC-4 and the charge from Ferguson Waterworks was for hydrant painting.

Following discussion, **M.S.C. Schmeichel/Boyette to approve the August 2019 invoices**. All voting aye.

Appearances – None

Old Business/New Business

Request to Update Water Utility Work Rules – Director Mach presented the Draft Water Utility Work Rules. The change in the Rules reflected how employees from other departments are paid for performing Water Utility work. As Grade G4 no longer exists and there is an open pay plan, the wording was changed to reflect the current Grade of the Water Utility Distribution Maintenance Tech Position. Employees from other departments will be paid either the minimum of the current Water Utility Distribution Maintenance Tech Grade or at their current rate of pay, whichever is greater.

Following discussion, **M.S.C. Schmeichel/Lang to accept the Draft Water Utility Work Rules**. All voting aye.

Operating Budget for 2020 – Assistant City Comptroller Kahl and Director Mach presented the Draft Operating Budget for 2020. The Commission was concerned about the 2019 estimates versus the 2020 requests. Director Mach indicated that he is carefully adjusting budget items to obtain more accurate budget numbers year over year

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The Commission questioned the large increase in the Structures and Improvements account. Director Mach and Assistant City Comptroller Kahl explained how this account is used to account for lagoon dredging, building repairs, grounds repairs, fencing repairs, etc. The large increase is due to the assumption that the lagoon would be dredged in 2020 instead of 2019. Director Mach indicated that he would provide a breakdown of this account.

Following discussion, **M.S.C. Lang/Schmeichel to recommend approval of the Operating Budget for 2020**. All voting aye.

Capital Improvement Program 2021-2024 – Assistant City Comptroller Kahl and Director Mach presented the Draft Capital Improvement Program for 2021-2024. Highlights for the program include an aggressive program of water main replacement in conjunction with proposed Public Works projects, replacement of the backhoe and dump truck, and lining of the raw water intake. Commissioner Boyette asked whether the 10-year replacement cycle of the dump truck was accurate. Director Mach explained that all Utility vehicles are scheduled for a 10-year replacement cycle. The Commission expressed concern of the exceedingly high cost of some of the replacements and the method of determining how projects are ranked according to need. Director Mach explained the process of ranking is determined by Water Utility and Public Works staff. Director Kaiser provides a spreadsheet which provides the ranking of applicable projects. As Mayor, President Kaufert spends a great deal of time with staff each year discussing projects and determining the best fit of needs and budget. As needs and funds available change over the years, the CIP is adjusted accordingly.

Following discussion, **M.S.C. Boyette/Lang to recommend and place on file the Draft Capital Improvement Program 2021-2014**. All voting aye.

Director's Report –

1. Non-Billable Water Report 12.64% (May, June, July) down from 13.36% (April, May, June).
2. Final Payment for Contract 2-18 Miscellaneous Sewer & Water Main Construction and Street Construction on Cecil Street for \$24,832.26 and Adams Street for \$7,198.40 to David Tenor Corporation, Green Bay, WI. Note that liquidated damages were spread amongst the Sanitary, Storm, and Water Utilities. The final payment was approved by the Board of Public works at the August 13, 2019 meeting and Common Council at the August 21, 2019 meeting.
3. Final Payment No. 2 for Contract 1-18 Miscellaneous Sewer and Water Main Construction and Street Construction on Andrew Avenue, Richard Avenue, Geiger Street, and Whiting Court to David Tenor Corporation, Green Bay, WI, in the amount of \$0.00. The final payment was approved by the Board of Public works at the August 13, 2019 meeting and Common Council at the August 21, 2019 meeting.
4. Pay Estimate No. 7 for Chemical Feed and Delivery Upgrade to August Winters in the amount of \$24,850.00. This pay estimate was approved by the Board of Public Works at the August 27, 2019 meeting.

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5. Pay Estimate No. 5 for Contract 2-19 Miscellaneous Sewer and Water Main Construction and Street Construction on Stanley Street for \$40,070.00, Stanley Court for \$29,500.00, and Thomas Court for \$1,265.00 to Robert J. Immel Excavating. Inc. This pay estimate was approved by the Board of Public Works at the September 10, 2019 meeting.
6. Pay Estimate No. 2 for Contract 4-19 Concrete Pavement and Sidewalk Repair to Sommers Construction Company, Inc., in the amount of \$20,000.00. This pay estimate was approved by the Board of Public Works at the September 10, 2019 meeting.
7. Construction update – All water main installation for contracts 1-19, 2-19, and the Courtney Court project is complete. Water main installation north of Lone Oak Drive is scheduled to begin in approximately two weeks.
8. The next Water Commission Meeting is scheduled for October 21, 2019.

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

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

Adjournment – **M.S.C. Boyette/Schmeichel to adjourn at 5:25 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach  
Director, Neenah Water Utility

**WATER UTILITY CASH ACTIVITY**  
**September 2019**

Cash Balance September 1, 2019		\$1,356,688
Cash Receipts		
Water Collection Receipts	716,784	
Other Water Receipts	14,323	
Interest	<u>5,822</u>	
		736,929
Cash Distributions		
Check Register	125,196	
P-Card Register	46,634	
Debt Service Reserves	203,227	
Replacement Fund Reserves	30,250	
Disbursements to the City	<u>415,846</u>	
		<u>821,153</u>
<b>Cash Balance September 30, 2019</b>		<b><u><u>\$1,272,464</u></u></b>

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**SEP DISBURSEMENTS TO THE CITY**

Payroll	\$91,038
Payroll Benefits	33,191
Vehicle Fuel & Fluids	1,120
Postage	50
Water Bill	27
IS Services	2,255
Jul-Aug Removal of Excavated Dirt	639
3rd Qtr Printcare	98
3rd Qtr Payment in Lieu of Taxes-2018	242,796
3rd Qtr-Sending/Collecting Bills-Pmnt to City	14,775
3rd Qtr-Finance, HR, Legal Services-Pmnt to City	27,290
3rd Qtr Rent	<u>2,568</u>
<b>Total Sep Disbursements to the City</b>	<b><u><u>\$415,846</u></u></b>

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**REPLACEMENT FUND RESERVES AS OF SEPTEMBER 2019**

Sludge Lagoon	\$2,702,349
Vehicles	170,127
Painting Towers	75,156
Painting Hydrants	<u>40,500</u>
<b>Total Replacement Fund Reserves</b>	<b><u><u>\$2,988,132</u></u></b>

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CITY OF NEENAH  
Detail CHECK REGISTER- WATER DEPARTMENT  
Period Ending - 09/30/2019

PAGE: 1  
RUN DATE: 10/08/2019  
RUN TIME: 09:05:49

VENDOR NAME	CHECK #	CHECK DATE	TRANS INV#	CODE	ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT
GRAYMONT CAPITAL INC	48169	09/05/2019	136082RI	AP	400-0401-770-6410	HYDRATED LIME	3,043.08
						CHECK TOTAL -	3,043.08
MICHELS MATERIALS	48178	09/05/2019	377216	AP	400-0402-770-6730	BACKFILL	930.45
						CHECK TOTAL -	930.45
OLIN CORPORATION	48186	09/05/2019	2723816	AP	400-0401-770-6410	SODIUM HYPO	4,041.88
						CHECK TOTAL -	4,041.88
ROBERT E LEE & ASSOCIATES INC	48194	09/05/2019	76069	AP	400-0000-207-0373	CHEM SYS CONST ADMIN	500.00
	48194	09/05/2019	76070	AP	400-0000-207-0373	CHEM SYS CONSTRUCTION OBSERVATION	1,290.74
	48194	09/05/2019	76071	AP	400-0000-207-0373	CHEM SYSTEM O & M STARTUP	1,259.70
						CHECK TOTAL -	3,050.44
WISCONSIN DEPT OF NATURAL RESO	48207	09/05/2019	KLASKE	AP	400-0401-770-9270	OPERATOR CERTIFICATION EXAM FEE - KLASKE	25.00
						CHECK TOTAL -	25.00
DIVERSIFIED BENEFIT SERVICES I	48220	09/12/2019	289119	AP	400-0401-770-9260	AUG SERVICES - PLEX SPENDING	19.50
	48220	09/12/2019	289691	AP	400-0401-770-9260	SEP SERVICES - HRA	75.60
						CHECK TOTAL -	95.10
GRAYMONT CAPITAL INC	48229	09/12/2019	136760RI	AP	400-0401-770-6410	HYDRATED LIME	3,305.36
						CHECK TOTAL -	3,305.36
MICHELS MATERIALS	48238	09/12/2019	373299	AP	400-0402-770-6730	BACKFILL	87.49
	48238	09/12/2019	378407	AP	400-0402-770-6750	BACKFILL	218.87
						CHECK TOTAL -	306.36
ROBERT J IMMEL EXCAVATING INC	48244	09/12/2019	CN2-19	AP	400-0000-207-0411	CN2-19 WATER MAIN-STANLEY COURT	29,500.00
	48244	09/12/2019	CN2-19	AP	400-0000-207-0412	CN2-19 WATER MAIN-THOMAS COURT	1,265.00
	48244	09/12/2019	CN2-19	AP	400-0000-207-0413	CN2-19 WATER MAIN-STANLEY ST (MARATHON-COMMERCIAL)	40,070.00
						CHECK TOTAL -	70,835.00
SOMMERS CONSTRUCTION COMPANY I	48247	09/12/2019	CN4-19	AP	400-0402-770-6730	CN4-19 WATER MAINT MAINS	20,000.00
						CHECK TOTAL -	20,000.00

C I T Y O F N E E N A H  
 Detail CHECK REGISTER- WATER DEPARTMENT  
 Period Ending - 09/30/2019

VENDOR NAME	CHECK #	CHECK DATE	TRANS INV#	CODE	ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT
WATER REFUND VENDOR	48273	09/19/2019	WATER/RE	AP	400-0000-117-4201	REF CR BAL 18-00560-00-05 1249 WILD ROSE LN	33.07
						CHECK TOTAL -	33.07
GRAPHIC COMPOSITION INC	48276	09/19/2019	191909	AP	400-0401-770-9270	CROSS CONNECTION BROCHURE	733.58
						CHECK TOTAL -	733.58
GRAYMONT CAPITAL INC	48277	09/19/2019	137043RI	AP	400-0401-770-6410	HYDRATED LIME	3,308.52
						CHECK TOTAL -	3,308.52
KRUEGER TRUE VALUE	48282	09/19/2019	110622	AP	400-0402-770-6520	MAINTENANCE ITEMS	12.56
	48282	09/19/2019	110695	AP	400-0402-770-6520	MAINTENANCE ITEMS	90.75
	48282	09/19/2019	110809	AP	400-0402-770-6520	MAINTENANCE ITEMS	16.62
	48282	09/19/2019	110810	AP	400-0402-770-6750	COTTER PINS FOR SERVICE STEMS	6.48
	48282	09/19/2019	110874	AP	400-0402-770-6520	MAINTENANCE ITEMS	10.23
	48282	09/19/2019	111111	AP	400-0402-770-6750	SERVICE REPAIR GRASS SEED	65.48
	48282	09/19/2019	111405	AP	400-0401-770-6650	TORCH BLADES	38.68
	48282	09/19/2019	111419	AP	400-0402-770-6520	MAINTENANCE ITEMS	22.48
	48282	09/19/2019	111625	AP	400-0402-770-6520	PAINTING SUPPLIES	26.41
						CHECK TOTAL -	289.69
WATER REFUND VENDOR	48287	09/19/2019	WATER/RE	AP	400-0000-117-4201	REF CR BAL 03-00111-00-15 915 MAIN ST	221.18
						CHECK TOTAL -	221.18
WATER REFUND VENDOR	48292	09/19/2019	WATER/RE	AP	400-0000-117-4201	REF CR BAL 28-00033-00-01 1037 EDEN DR	166.38
	48292	09/19/2019	WATER/RE	AP	400-0000-117-4201	REF CR BAL 04-00189-00-01 942 CAROLINE ST	124.92
						CHECK TOTAL -	291.30
WATER REFUND VENDOR	48293	09/19/2019	WATER/RE	AP	400-0000-117-4201	REF CR BAL 02-00361-00-04 135 VAN ST	194.17
						CHECK TOTAL -	194.17
WATER REFUND VENDOR	48295	09/19/2019	WATER/RE	AP	400-0000-117-4201	REF CR BAL 02-00183-00-07 112 HARRISON ST	11.20
						CHECK TOTAL -	11.20
WATER REFUND VENDOR	48299	09/19/2019	WATER/RE	AP	400-0000-117-4201	REF CR BAL 24-00332-01-03 1100 LAUREL CT #01	116.02
						CHECK TOTAL -	116.02

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 Detail CHECK REGISTER- WATER DEPARTMENT  
 Period Ending - 09/30/2019

VENDOR NAME	CHECK #	CHECK DATE	TRANS INV#	CODE	ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT
WATER REFUND VENDOR	48300	09/19/2019	WATER/RE	AP	400-0000-117-4201	REF CR BAL 14-00543-00-04 665 GROVE ST	157.78
						CHECK TOTAL -	157.78
CITIES & VILLAGES MUTUAL INS C	48316	09/26/2019	WC191131	AP	400-0401-770-9250	4TH QTR WC INSURANCE	7,927.00
						CHECK TOTAL -	7,927.00
WATER REFUND VENDOR	48317	09/26/2019	WATER/RE	AP	400-0000-117-4201	REF CR BAL 17-00403-06-05 1100 LAUREL CT #01	190.50
						CHECK TOTAL -	190.50
MICHELS MATERIALS	48336	09/26/2019	379167	AP	400-0402-770-6750	BACKFILL	119.03
						CHECK TOTAL -	119.03
ROBERT J IMMEL EXCAVATING INC	48340	09/26/2019	17709	AP	400-0402-770-6730	PLUMMER CT VALVE REPLACE & TIE IN	5,873.64
						CHECK TOTAL -	5,873.64
WATER REFUND VENDOR	48343	09/26/2019	WATER/RE	AP	400-0000-117-4201	REF CR BAL 02-00270-00-00 613 ADAMS ST #15	96.47
						CHECK TOTAL -	96.47
						GRAND TOTAL -	125,195.82

\*\*\* END OF REPORT \*\*\*



VENDOR NAME	CHECK #	CHECK DATE	TRANS INV#	CODE	ACCOUNT NUMBER	DESCRIPTION	TRANSACTION AMOUNT
U S BANK	263	09/30/2019	09-12-19	AP	400-0401-770-6430	TDS METROCOM AUG TDS PHONE	65.32
	263	09/30/2019	09-12-19	AP	400-0401-770-6630	TDS METROCOM AUG TDS PHONE	21.77
	263	09/30/2019	09-12-19	AP	400-0401-770-6650	TDS METROCOM AUG TDS PHONE	43.54
	263	09/30/2019	09-12-19	AP	400-0401-770-9030	TDS METROCOM AUG TDS PHONE	5.30
	263	09/30/2019	09-12-19	AP	400-0401-770-9210	TDS METROCOM AUG TDS PHONE	7.94
						CHECK TOTAL -	143.87
U S BANK	264	09/30/2019	09-12-19	AP	400-0401-770-6410	KEMIRA WATER SOLUTIONS FERRIC SULFATE	4,229.28
	264	09/30/2019	09-12-19	AP	400-0401-770-6420	NORTHERN LAKE SERVICE- IN DBP LAB TESTS	560.00
	264	09/30/2019	09-12-19	AP	400-0401-770-6420	NORTHERN LAKE SERVICE- IN LAB TESTING UCMR4	1,683.00
	264	09/30/2019	09-12-19	AP	400-0401-770-6410	AIRGASS NORTH CARBON DIOXIDE	1,890.90
	264	09/30/2019	09-12-19	AP	400-0401-770-6430	WM SUPERCENTER #2986 BATHRM/CLEANING SUPPLIES	186.47
	264	09/30/2019	09-12-19	AP	400-0401-770-6420	THE UPS STORE #2376 SHIPPING LAB TESTS	10.12
	264	09/30/2019	09-12-19	AP	400-0402-770-6520	MILLS FLEET FARM 100 PPE - 5 BUCKLE BOOTS	119.98
	264	09/30/2019	09-12-19	AP	400-0402-770-6520	HARBOR FREIGHT TOOLS 156 GUAGE CASES AND FITTINGS	114.99
	264	09/30/2019	09-12-19	AP	400-0401-770-6420	CLEAN WATER TESTING LAGOON TESTING	29.40
	264	09/30/2019	09-12-19	AP	400-0401-770-6420	CULLIGAN WATER CONDITIONI LAB WATER	64.00
	264	09/30/2019	09-12-19	AP	400-0401-770-6410	HAWKINS INC AMMONIA HYDROXIDE	394.54
	264	09/30/2019	09-12-19	AP	400-0401-770-6410	HAWKINS INC LPC-4	3,312.00
	264	09/30/2019	09-12-19	AP	400-0401-770-6410	HAWKINS INC SODIUM PERMANGANATE	3,183.17
	264	09/30/2019	09-12-19	AP	400-0401-770-6410	HAWKINS INC ENVIORNMENTAL CHRG	20.00
	264	09/30/2019	09-12-19	AP	400-0401-770-6420	WI STATE HYGIENE LAB FLUORIDE TEST	26.00
	264	09/30/2019	09-12-19	AP	400-0402-770-6770	USA BLUE BOOK HYDRANT OIL	184.15
	264	09/30/2019	09-12-19	AP	400-0401-770-9270	OPC*WISCONSIN RURAL WTR TRAINING GROGAN 10/1/19	100.00
	264	09/30/2019	09-12-19	AP	400-0401-770-9270	OPC*WISCONSIN RURAL WTR TRAINING KLASKE 10/1/19	100.00
	264	09/30/2019	09-12-19	AP	400-0401-770-9270	OPC MSC*SERVICE FEE 024 PROCES FEE TRNING 10/1/19	6.38
	264	09/30/2019	09-12-19	AP	400-0000-117-8000	THE HOME DEPOT PRO FRAUD CHRG	28.95-

VENDOR NAME	CHECK #	CHECK DATE	INV#	TRANS		DESCRIPTION	TRANSACTION AMOUNT
				CODE	ACCOUNT NUMBER		
	264	09/30/2019	09-12-19	AP	400-0000-117-8000	THE HOME DEPOT PRO FRAUD CHRG	16.64-
	264	09/30/2019	09-12-19	AP	400-0000-117-8000	THE HOME DEPOT PRO FRAUD CHG	110.58-
	264	09/30/2019	09-12-19	AP	400-0000-117-8000	THE HOME DEPOT PRO FRAUD CHRG	45.76-
	264	09/30/2019	09-12-19	AP	400-0402-770-6520	PAYPAL *MSAUTOMATIO PANEL VIEW ASSEMBLIES-2	1,075.25
	264	09/30/2019	09-12-19	AP	400-0401-770-6650	AMZN MKTP US*M081L3A10 TABLET SCR N PROTECTORS	25.98
	264	09/30/2019	09-12-19	AP	400-0402-770-6520	PAYPAL *MADISONPOWE PLC'S	513.40
	264	09/30/2019	09-12-19	AP	400-0401-770-6650	AWWA.ORG WTR DIST TRAING BOOK	81.50
	264	09/30/2019	09-12-19	AP	400-0401-770-9210	AMAZON.COM*EA65F2F93 AMZN OFFICE SUPPLIES	48.74
	264	09/30/2019	09-12-19	AP	400-0401-770-6430	AMAZON.COM*MO74V7840 AMZN LAB SUPPLIES	31.51
	264	09/30/2019	09-12-19	AP	400-0402-770-6520	PAYPAL *DAVIDSTJSKL 4 POWER SUPPLIES	168.85
	264	09/30/2019	09-12-19	AP	400-0402-770-6510	AMZN MKTP US*M08R55DD0 LED OUTDOOR LIGHTS	269.85
	264	09/30/2019	09-12-19	AP	400-0402-770-6520	GRAINGER 4 MICRO SWITCHES	6.44
	264	09/30/2019	09-12-19	AP	400-0401-770-6650	AMZN MKTP US*E16BA4UT3 DATA COLLECTOR BATTERY	146.00
						CHECK TOTAL -	18,379.97
U S BANK	266	09/30/2019	09-25-19	AP	400-0401-770-6260	USCC CALL CENTER AIRTIME 07/22-08/21	30.34
	266	09/30/2019	09-25-19	AP	400-0401-770-6430	USCC CALL CENTER AIRTIME 07/22-08/21	30.32
	266	09/30/2019	09-25-19	AP	400-0401-770-6620	USCC CALL CENTER AIRTIME 07/22-08/21	39.24
	266	09/30/2019	09-25-19	AP	400-0401-770-6630	USCC CALL CENTER AIRTIME 07/22-08/21	2.29
	266	09/30/2019	09-25-19	AP	400-0401-770-6650	USCC CALL CENTER AIRTIME 07/22-08/21	39.22
	266	09/30/2019	09-25-19	AP	400-0401-770-9020	USCC CALL CENTER AIRTIME 07/22-08/21	2.28
	266	09/30/2019	09-25-19	AP	400-0401-770-6630	USCC CALL CENTER AIRTIME 07/22-08/21	1.67
	266	09/30/2019	09-25-19	AP	400-0401-770-6650	USCC CALL CENTER AIRTIME 07/22-08/21	1.65
	266	09/30/2019	09-25-19	AP	400-0402-770-6730	FERGUSON WTRWRKS #1476 10X22 1/2 BEND-PLUMMER CT	147.17
						CHECK TOTAL -	294.18
U S BANK	267	09/30/2019	09-25-19	AP	400-0401-770-9270	CEUPLAN OPERATOER TRAINING	16.95

CITY OF NEENAH  
 Detail CHECK REGISTER- US Bank (Water O  
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VENDOR NAME	CHECK #	CHECK DATE	TRANS		DESCRIPTION	TRANSACTION AMOUNT
			INV#	ACCOUNT NUMBER		
	267	09/30/2019	09-25-19	AP 400-0401-770-6430	CINTAS 60A SAP MATS/MOPS TRMT	44.46
	267	09/30/2019	09-25-19	AP 400-0401-770-6650	CINTAS 60A SAP MATS/MOPS DISTRIB	44.46
	267	09/30/2019	09-25-19	AP 400-0401-770-6430	CINTAS 60A SAP MATS/MOPS TRMT	44.46
	267	09/30/2019	09-25-19	AP 400-0401-770-6650	CINTAS 60A SAP MATS/MOPS DISTR	44.46
	267	09/30/2019	09-25-19	AP 400-0401-770-6430	CINTAS 60A SAP MATS/MOPS TRMT	44.46
	267	09/30/2019	09-25-19	AP 400-0401-770-6650	CINTAS 60A SAP MATS/MOPS DISTRIB	44.46
	267	09/30/2019	09-25-19	AP 400-0401-770-6420	NORTHERN LAKE SERVICE- IN MONTHLY TOC/ALKALINITY	68.00
	267	09/30/2019	09-25-19	AP 400-0402-770-6730	FERGUSON WTRWRKS #1476 BOLTS/THRUST RESTRAINT	416.50
	267	09/30/2019	09-25-19	AP 400-0402-770-6730	MENARDS APPLETON WEST WI BLOCKING FOR THRUST RESTR	368.10
	267	09/30/2019	09-25-19	AP 400-0401-770-6650	KUNDINGER FLUID POWER N COUPLING FOR BACKHOE	21.95
	267	09/30/2019	09-25-19	AP 400-0401-770-9270	62023 - MONONA TERRACE WRWA CONF PARKING M/N	16.00
	267	09/30/2019	09-25-19	AP 400-0401-770-9270	TST* PARTHENON GYROS REST WRWA CONF MEALS M/N	27.00
	267	09/30/2019	09-25-19	AP 400-0401-770-9270	CULVER S OF WAUPUN #79 WRWA CONF MEALS M/N	20.55
	267	09/30/2019	09-25-19	AP 400-0401-770-9270	PARK HOTEL WRWA CONF LODG MACH/NEVER	406.20
	267	09/30/2019	09-25-19	AP 400-0401-770-6650	NORTHERN TOOL EQUIP PORTABLE GENERATOR	1,049.00
	267	09/30/2019	09-25-19	AP 400-0402-770-6520	ECOMPRESSED AIR OIL/H2O FILTER BAGS	326.38
	267	09/30/2019	09-25-19	AP 400-0401-770-6650	AMAZON.COM*XK1AR3C83 GIS TABLET SLEEVES	31.47
	267	09/30/2019	09-25-19	AP 400-0000-207-0419	ENDRESS+HAUSER INC 3 LIME FLOW METERS	24,301.70
	267	09/30/2019	09-25-19	AP 400-0401-770-6650	AMAZON.COM*QL9LN28D3 GIS TABLET MOUNT	32.95
	267	09/30/2019	09-25-19	AP 400-0402-770-6520	EBAY 800-456-3229 NEMA BOX - PLC CARDS/PART	74.99
	267	09/30/2019	09-25-19	AP 400-0402-770-6520	PAYPAL *GUARANTEED ETHERNET MOD/PLC PARTS	95.00
	267	09/30/2019	09-25-19	AP 400-0402-770-6520	PAYPAL *KENNETHNIEL CPU MODULE/PLC PARTS	40.00
	267	09/30/2019	09-25-19	AP 400-0402-770-6520	PAYPAL *STEVIEDS411 CONTROL LOGIX 5563 PROCES	225.00
	267	09/30/2019	09-25-19	AP 400-0402-770-6520	PAYPAL *STEVIEDS411 SHIPPING	11.45
					CHECK TOTAL -	27,815.95
					GRAND TOTAL -	46,633.97

\*\*\* END OF REPORT \*\*\*



*Dept. of Human Resources and Safety*  
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426  
Phone 920-886-6102 • e-mail: lkehl@ci.neenah.wi.us  
**LINDSAY KEHL**  
*DIRECTOR OF HUMAN RESOURCES AND SAFETY*

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## MEMORANDUM

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**DATE:** October 14, 2019  
**TO:** Water Commission  
**FROM:** Lindsay Kehl, Human Resources  
**RE:** Reclassification Recommendation

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The City's Salary Plan Policy details the process for grade reclassifications. The relevant language from the policy is below:

**Reclassifications:**

Annually, employees or Department Heads on behalf of employees may request a classification evaluation based upon a substantial change in responsibilities. Provided a substantial change in responsibilities is demonstrated through a written justification to Human Resources and the Mayor, a job evaluation will be conducted by the salary plan consultant, and any recommendations to change a position's grade will be forwarded to the Finance Committee and Council for approval. Consistent with the City's recruitment rules, a reclassification shall result in a 5% increase per grade.

**Water Employees:** Water employees are subject to the same rules; however, in cases where Finance Committee approval is needed, the Water Commission would be the approving body.

This year, two requests within the Water department were made for position reclassifications that were forwarded to the consultant. As a result of the review, the consultant recommended that the 2 positions – the Water Administrative Assistant and Water Filtration Plant Electrical Technician be adjusted.

A two-grade increase was recommended for the Water Administrative Assistant. In regards to the Water Filtration Plant Electrical Technician, the City previously made adjustments for several employees within the Water Department. The incumbent who requested a reclassification was hired before those adjustments were implemented, which created a concern with internal equity. As a result, the consultant has recommended a 5% increase for the incumbent of this position. The proposed changes would result in a budgetary increase to wages of \$5,089.40 in 2020.

The recommendations by the consultant are attached.

**The recommendation from Human Resources is to approve the reclassification and adjustment request - consistent with how other such requests are handled within the City, effective January 1, 2020.**

<b>Position:</b>	<b>Current Grade:</b>	<b>Recommended Grade:</b>
Water Administrative Assistant	DH	FH
Water Filtration Plant Electrical Technician	JH	JH with 5% salary increase



August 15, 2019

**MEMORANDUM**

**TO:** Lindsay Kehl

**FR:** Charlie Carlson

**RE:** Classification Review – Water Department Administrative Assistant

The Water Department Administrative Assistant requested a review of her position classification. The City provided a Job Description Questionnaire (JDQ) and requested that we evaluate the position's responsibilities to determine whether we feel the current grade place in Grade DH: Hourly (4) is appropriate.

This position is part-time. Essential duties include those duties expected in office support: small project management, time card and payroll processing, creating and maintaining various spreadsheets, receptionist, preparing agendas and minutes, etc. The minimum requirements for the position are a high school diploma and five years of related office support experience.

We have evaluated the content of the JDQ provided, and we conclude the position should be classified two grades higher. Based on the responsibilities of the position, this would be an equitable alignment with the Administrative Assistant positions in the Library and Police Department.

Please let me know if you have any questions regarding this recommendation.

Charles E. Carlson  
charles.carlson@carlsondettmann.com  
608.239.7991



August 15, 2019

**MEMORANDUM**

**TO:** Lindsay Kehl

**FR:** Charlie Carlson

**RE:** Classification Review – Water Filtration Plant Electrical Technician

The Water Filtration Plant Electrical Technician requested a review of his position classification. The City provided a Job Description Questionnaire (JDQ) and requested that we evaluate the position's responsibilities to determine whether we feel the current grade place in Grade JH: Hourly (10) is appropriate.

As background for this review, the City previously made pay adjustments for several classifications in a related area to be market competitive. The incumbent was hired after those adjustments were implemented, and, as a result, his pay situation is not internally equitable. The grade is appropriate; his pay rate is not. Accordingly, we recommend a 5% pay rate increase to restore a more equitable situation.

Please let me know if you have any questions regarding this recommendation.

Charles E. Carlson  
charles.carlson@carlsondettmann.com  
608.239.7991

# **NEENAH WATER UTILITY**

## **3rd QUARTER FINANCIAL REPORT**

**January 1 through September 30, 2019**

**Neenah Water Utility**  
**Comparative Balance Sheet**  
**as of September 30, 2019 & 2018**

Assets	2019	Assets	2018
<b>Current Assets</b>		<b>Current Assets</b>	
<b>Cash &amp; Cash Equivalents</b>		<b>Cash &amp; Cash Equivalents</b>	
Cash on Hand	\$ 1,272,465	Cash on Hand	\$ 1,211,355
Working Funds - Petty Cash	200	Working Funds - Petty Cash	200
Special Deposits	569	Special Deposits	569
Prepays	315	Prepays	0
<b>Total Cash &amp; Cash Equivalents</b>	<b>\$ 1,273,549</b>	<b>Total Cash &amp; Cash Equivalents</b>	<b>\$ 1,212,124 A)</b>
<b>Temporary Investments</b>		<b>Temporary Investments</b>	
Unrestricted	\$ 1,975,987	Unrestricted	\$ 1,805,322
Restricted for Debt Service	1,288,337	Restricted for Debt Service	1,280,570 B)
Replacement Reserves	2,988,132	Replacement Reserves	2,895,862
<b>Total Temporary Investments</b>	<b>\$ 6,252,457</b>	<b>Total Temporary Investments</b>	<b>\$ 5,981,754</b>
<b>Receivables</b>		<b>Receivables</b>	
Customer Account	\$ 2,052,629	Customer Account	\$ 2,293,770 C)
Other	2,250	Other	2,515 D)
Public/Municipal	37,667	Public/Municipal	33,121
Investment Interest	3,786	Investment Interest	4,060
<b>Total Receivables</b>	<b>\$ 2,096,333</b>	<b>Total Receivables</b>	<b>\$ 2,333,466</b>
<b>Inventory</b>		<b>Inventory</b>	
Chemical	\$ 86,484	Chemical	\$ 90,653
Meter & Hydrant Supplies	29,451	Meter & Hydrant Supplies	31,236
<b>Total Inventory</b>	<b>\$ 115,935</b>	<b>Total Inventory</b>	<b>\$ 121,889 E)</b>
<b>Total Current Assets</b>	<b>\$ 9,738,274</b>	<b>Total Current Assets</b>	<b>\$ 9,649,233</b>
<b>NonCurrent Assets</b>		<b>NonCurrent Assets</b>	
Revenue Bond Reserve Investments	319,000	Revenue Bond Reserve Investments	319,000
Revenue Bond Depreciation Fund Investments	250,000	Revenue Bond Depreciation Fund Investments	250,000
Unamortized Premiums on Borrowing/Refunding	(47,962)	Unamortized Premiums on Borrowing/Refunding	(65,786)
Unamortized Loss on Advanced Refunding	8,069	Unamortized Loss on Advanced Refunding	12,091
Deferred Outflow Related to Pension	385,455	Deferred Outflow Related to Pension	0
<b>Fixed Assets</b>		<b>Fixed Assets</b>	
Utility Plant in Service	\$ 63,233,237	Utility Plant in Service	\$ 62,058,726
Less: Accumulated Depreciation	(21,905,528)	Less: Accumulated Depreciation	(20,628,360)
Net Utility Plant in Service	\$ 41,327,709	Net Utility Plant in Service	\$ 41,430,366
Deferred Special Assessments	433,594	Deferred Special Assessments	416,238
Net Pension Asset	205,065	Net Pension Asset	480,544
Construction Work in Process	1,591,598	Construction Work in Process	1,105,576
<b>Total NonCurrent Assets</b>	<b>44,472,527</b>	<b>Total NonCurrent Assets</b>	<b>43,948,029</b>
<b>Total Assets</b>	<b>\$54,210,801</b>	<b>Total Assets</b>	<b>\$53,597,262</b>
<b>Liabilities &amp; Capital</b>		<b>Liabilities &amp; Capital</b>	
<b>Current Liabilities</b>		<b>Current Liabilities</b>	
<b>Accruals</b>		<b>Accruals</b>	
Payrolls	9,631	Payrolls	12,396
In Lieu of Property Taxes	1,006,301	In Lieu of Property Taxes	1,014,042 F)
Interest	103,559	Interest	122,862
<b>Total Accruals</b>	<b>\$ 1,119,491</b>	<b>Total Accruals</b>	<b>\$ 1,149,300</b>
Net Pension Liability	\$ -	Net Pension Liability	59,901
<b>Total Current Liabilities</b>	<b>\$1,119,491</b>	<b>Total Current Liabilities</b>	<b>\$1,209,201</b>
<b>NonCurrent Liabilities</b>		<b>NonCurrent Liabilities</b>	
Revenue/Refunding Bonds/Notes	\$ 2,540,000	Revenue/Refunding Bonds/Notes	\$ 3,190,000 G)
Safe Drinking Loan	8,526,974	Safe Drinking Loan	10,005,475 H)
Employee Vacation & Sick Leave Reserve	84,348	Employee Vacation & Sick Leave Reserve	131,519
Allowance of Uncollectable A/R	16,700	Allowance of Uncollectable A/R	16,700
Deferred Special Assessments	433,594	Deferred Special Assessments	416,238
<b>Total NonCurrent Liabilities</b>	<b>\$ 11,601,616</b>	<b>Total NonCurrent Liabilities</b>	<b>\$ 13,759,932</b>
<b>Total Liabilities</b>	<b>\$ 12,721,107</b>	<b>Total Liabilities</b>	<b>\$ 14,969,133</b>
Deferred Inflows Related to Pension	\$ 390,939	Deferred Inflows Related to Pension	196,263
<b>Capital &amp; Retained Earnings</b>		<b>Capital &amp; Retained Earnings</b>	
City Paid in Capital	\$ 2,645,651	City Paid in Capital	\$ 2,645,651 I)
<b>Beginning Retained Earnings</b>	<b>\$ 36,289,944</b>	<b>Beginning Retained Earnings</b>	<b>\$ 33,559,423</b>
Net Income (Loss)	2,163,159	Net Income (Loss)	2,226,792 J)
<b>Ending Retained Earnings</b>	<b>\$ 38,453,103</b>	<b>Ending Retained Earnings</b>	<b>\$ 35,786,215</b>
<b>Total Capital &amp; Retained Earnings</b>	<b>41,098,754</b>	<b>Total Capital &amp; Retained Earnings</b>	<b>38,431,866</b>
<b>Total Liabilities &amp; Capital</b>	<b>\$ 54,210,801</b>	<b>Total Liabilities &amp; Capital</b>	<b>\$53,597,262</b>



**Neenah Water Utility  
Notes and Explanations  
Comparative Balance Sheet  
For the Period Ending, September 30, 2018 & 2019**

Liquidity (Current assets/current liabilities) ratio = 8.70 for Q3 2019. Above 1 is the goal. 2018 = 7.98 for Q3 2019

- A) Total Cash Equivalents have increased slightly for Q3 2019 from 2018.
- B) Restricted due to bond covenants and Commission set asides. Invested in LGIP funds. Unrestricted funds are available for projects and emergencies.
- C) Customer Account includes bills sent out at the end of September to residential, commercial, multifamily, industrial, and public accounts.
- D) Includes other billings not yet paid.
- E) Total Inventory is the value of treatment chemicals and distribution materials held in inventory.
- F) PILOT based on Utility Plant in Service.
- G) Includes revenue bonds from 2012, 2013 and 2017 Maturity dates, 12/1/2021, 12/1/2021 and 12/1/2026.
- H) Safe Drinking Water Loan used for plant construction, from 2005 and 2006. Maturity dates 5/1/2024 and 5/1/2025.
- I) Includes City's initial investment, and projects paid by TIF.
- J) Net income

<b>Neenah Water Utility</b>				
<b>Comparative Income Statement</b>				
<b>for the Nine Months Ending - September 30, 2019 &amp; 2018</b>				
	<b>2019</b>	<b>2018</b>	<b>Percent Change</b>	
<b>Water Operating Revenue</b>				
<b>Unmetered</b>				
Sales to General Customers (WFC)	1,669	1,844	-9.5%	<a href="#">(A)</a>
Private Fire Protection (Firelines)	91,584	98,610	-7.1%	<a href="#">(B)</a>
Public Fire Protection - All Customers	1,254,659	1,249,510	0.4%	<a href="#">(C)</a>
<b>Total Unmetered Revenue</b>	<b>\$1,347,912</b>	<b>\$1,349,964</b>	-0.2%	
<b>Metered</b>				
Bulk Water - All Customer Types	1,563	1,754	-10.9%	<a href="#">(D)</a>
Residential Customers	2,320,710	2,403,260	-3.4%	<a href="#">(E)</a>
Multi Residential Customers	115,818	114,412	1.2%	<a href="#">(F)</a>
Commercial Customers	674,981	700,933	-3.7%	<a href="#">(G)</a>
Industrial Customers	1,294,883	1,279,014	1.2%	<a href="#">(H)</a>
Municipal/Other Public Customers	95,064	104,095	-8.7%	<a href="#">(I)</a>
<b>Total Metered Revenue</b>	<b>\$4,503,021</b>	<b>\$4,603,468</b>	-2.2%	
<b>Total Water Operating Revenue</b>	<b>\$ 5,850,932</b>	<b>\$ 5,953,432</b>	-1.7%	<a href="#">(J)</a>
<b>Other Operating Revenue</b>				
Late Fees	40,805	40,606	0.5%	<a href="#">(K)</a>
Miscellaneous Service Revenues	20,033	15,640	28.1%	<a href="#">(L)</a>
Water Property Rental Revenue	89,722	86,788	3.4%	<a href="#">(M)</a>
Other Revenues	12,591	2,401	424.4%	<a href="#">(N)</a>
<b>Total Other Operating Revenue</b>	<b>\$163,152</b>	<b>\$145,435</b>	12.2%	
<b>Total Operating Revenue</b>	<b>\$ 6,014,084</b>	<b>\$ 6,098,867</b>	-1.4%	
<b>Operating Expenses</b>				
Source of Supply Expenses	21,967	19,642	11.8%	<a href="#">(O)</a>
Pumping Expenses	177,655	180,613	-1.6%	<a href="#">(P)</a>
Water Treatment Expenses	668,017	655,332	1.9%	<a href="#">(Q)</a>
Transmission & Distribution Expenses	425,932	312,959	36.1%	<a href="#">(R)</a>
Customer Account Expenses	88,485	97,045	-8.8%	<a href="#">(S)</a>
Administrative & General Expenses	226,002	214,469	5.4%	<a href="#">(T)</a>
Employee Fringe Benefit Expense	222,828	216,784	2.8%	<a href="#">(U)</a>
Depreciation Expense	1,143,675	1,231,650	-7.1%	<a href="#">(V)</a>
Property Tax Expense	763,505	762,609	0.1%	<a href="#">(W)</a>
Payroll Tax Expense	57,667	54,234	6.3%	<a href="#">(X)</a>
Other Tax Expense	5,904	5,288	11.6%	
<b>Total Operating Expenses</b>	<b>\$ 3,801,637</b>	<b>\$ 3,750,625</b>	1.4%	
<b>Net Operating Income (Loss)</b>	<b>\$ 2,212,447</b>	<b>\$ 2,348,242</b>	-5.8%	
<b>Other Revenue</b>				
Merchandising & Jobbing Revenue	4,545	8,011	-43.3%	
Interest Income	136,293	98,614	38.2%	<a href="#">(Y)</a>
Amortization of Debt Premium	13,368	13,368	0.0%	
Capital Contributions	1,911	0	100.0%	
Miscellaneous Non-Operating Income	4,465	5,032	-11.3%	<a href="#">(Z)</a>
<b>Total Other Revenue</b>	<b>\$ 160,581</b>	<b>\$ 125,025</b>	28.4%	
<b>Other Expenses</b>				
Interest Expense on Long-Term Debt	206,853	243,458	-15.0%	
Amortization Expense on Long-Term Debt	3,017	3,017	0.0%	
<b>Total Other Expenses</b>	<b>\$ 209,869</b>	<b>\$ 246,475</b>	-14.9%	
<b>Net Income (Loss)</b>	<b>\$ 2,163,159</b>	<b>\$ 2,226,792</b>	-2.9%	<a href="#">(AA)</a>

**Neenah Water Utility  
Notes and Explanations  
Comparative Income Statement  
For the Period Ending, September 30, 2018 & 2019**

- A. Sales to General Customers is an indication of construction activity.
- B. Private fire protection is billed at a PSC established flat rate per quarter based on the diameter of the fire line. This affects all customer types operating a private sprinkler/fire line, except residential.
- C. This charge was switched from the tax roles to the utility bill in 1992. Public fire protection is based on the square footage of each building.
- D. Bulk water is related to construction activity. Tank trucks are filled and metered at the Plant.
- E. Residential number shown reflects revenues slightly decreasing.
- F. Multi-Family Residential reflects a slight increase from last year.
- G. Commercial revenues have decreased slightly.
- H. Industrial revenues reflect a marked increase.
- I. Public sales include schools, parks, and other public buildings.
- J. Total Water Operating Revenues is the sum of A thru I. 2019 Q3 revenue is 1.7% less than 2018 Q3.
- K. This is late bill payment revenue.
- L. Revenue received for reading and billing sewer exemption meters; reconnect fees and turning on service lines; hydrant hook-up fees; customer repair charges.
- M. Revenue received for annual fire hydrant rental to the Town of Neenah and rental fee from SBA, CellCom, and Airadigm for antenna space. It increases, as contract provisions require.
- N. Revenue received for billing sewer, miscellaneous sale of scrap, and check fees.
- O. Intake inspection includes sending a diver down to inspect the intake pipe, to clean out sample lines, and to clean intake pump screens. Inspections are twice a year as needed.

**Neenah Water Utility**  
**Notes and Explanations Comparative Income Statement**  
**For the Period Ending, September 30, 2018 & 2019**  
**Page 2 of 2**

- P. Pumping Expenses are down in 2019 compared to 2018.
- Q. Treatment Expenses are up for the time period.
- R. Transmission and Distribution Expenses are up for 2019, compared to 2018.
- S. The Customer Account Expense is lower in 2019 than in 2018
- T. The Administrative and General Expenses have increased.
- U. Fringe benefits are affected by overtime or call-in work for water main breaks, and retirement payouts.
- V. Depreciation Expense is down based on an estimate for Plant value for 2019.
- W. Payment In Lieu of Property Tax (PILOT) reflects the value of the water system.
- X. Payroll Tax (social security tax).
- Y. Interest Income has increased significantly.
- Z. Miscellaneous non-operating income, including the P-card Rebate.
- AA. Net income for 2019 is lower than 2018.

<b>Neenah Water Utility</b>						
<b>2019 Construction Work in Progress</b>						
	<b>Budget</b>	<b>3 Months</b>	<b>6 Months</b>	<b>9 Months</b>	<b>12 Months</b>	<b>Totals</b>
<b>Capital Projects:</b>						
Meter Replacement	60,000	34,938	25,303	-	-	60,241
Replace 2008 Meter Service Van	35,000	-	21,543	-	-	21,543
Bulbs & Sleeves-UV Disinfection Unit	16,000	9,982	-	4,533	-	14,515
Granular Activated Carbon Filter Media Rpl	210,000	-	-	-	-	-
Security Fence & Gate-Towerview Tank	15,000	-	-	-	-	-
Badger Meter Software Update	22,000	-	13,340	1,500	-	14,840
Cartegraph Software Update	18,000	-	-	12,010	-	12,010
Replace Lime Slurry Flow Meters	30,000	-	-	24,302	-	24,302
Replace VFD for High Service Pumping	30,000	-	-	-	-	-
Granular Forklift	20,000	-	13,290	-	-	13,290
Replace Garage Doors at Plant	30,000	-	-	-	-	-
Hydrovac Excavation Trailer	65,000	-	49,500	-	-	49,500
Large Water Meter Testing Equipment	5,000	-	-	-	-	-
Misc. Tools & Equipment	15,000	-	5,950	82	-	6,032
Technology Upgrade	10,000	2,706	1,604	-	-	4,310
Misc. Consulting Fees	20,000	-	-	-	-	-
Misc. Plant Contingency	20,000	-	-	14,622	-	14,622
Replace Chemical Tanks, Lines, & Pumps (2018)	-	1,876	327,090	69,981	-	398,947
SCADA Upgrade (2018)	-	16,567	-	-	-	16,567
<b>Watermain Addition/Replacement:</b>						
Liberty Heights	-	-	475	-	-	475
Integrity Acres	-	-	3,044	-	-	3,044
Caroline St.	80,900	248	103,235	732	-	104,215
Stanley Ct.	196,400	-	173,978	29,696	-	203,674
Thomas Ct.	196,400	-	213,980	1,461	-	215,441
Stanley St.	138,600	-	132,199	44,895	-	177,094
Stevens St.	94,400	-	99,850	-	-	99,850
Fifth St.	86,600	248	136,547	-	-	136,795
Courtney Ct.	67,600	-	-	5,905	-	5,905
Pendleton Rd.	25,200	-	-	-	-	-
E. Cecil St. (2018)	-	-	-	(3,138)	-	(3,138)
Adams St. (2018)	-	-	-	(2,476)	-	(2,476)
<b>Totals</b>	<b>1,507,100</b>	<b>66,565</b>	<b>1,320,928</b>	<b>204,105</b>	<b>-</b>	<b>1,591,598</b>
<b>2019 Temporary Investments</b>						
<b>September 30, 2019</b>						
Safe Drinking Water Loan Payment			714,637			
2012 Refunding Debt Service Payment			106,700			
2013 Refunding Debt Service Payment			390,117			
2017 Refunding Debt Service Payment			76,883			
			<b>\$1,288,337</b>			
<b>Replacement Reserves</b>						
Sludge Lagoon Reserve			2,702,349			
Vehicle Replacement Reserve			170,127			
Painting Tower Reserve			75,156			
Painting Hydrants Reserve			40,500			
			<b>\$2,988,132</b>			

**Director's Report**  
**October 21, 2019**

1. Non-Billable Water Report 10.03% (June, July, August) down from 12.64% (May, June, July). Note: Usage has been estimated from a large customer due to a failure of the endpoint.
2. Change Order No. 2 for Contract N0003-9-18-00888 Courtney Court Sanitary Sewer, Water Main, Storm Sewer and Street reconstruction in conjunction with the Town of Neenah to Robert J. Immel Excavating, Inc. in the amount of \$837.10. This change order was approved by the Town of Neenah Town Board at the September 23, 2019 meeting.
3. Pay Request No. 1 for Contract N0003-9-18-00888 Courtney Court Sanitary Sewer, Water Main, Storm Sewer and Street reconstruction payable to the Town of Neenah in the amount of \$103,298.33. This pay request includes Change Order No. 1 and 2 and was approved by the Town of Neenah Town Board at the September 23, 2019 meeting. Note: The Town of Neenah will invoice the City of Neenah for this pay request.
4. Change Order No. 1, Contract 2-19 Miscellaneous Sewer and Water Main Construction and Street Construction on Stanley Street, Stanley Court, and Thomas Court to Robert J. Immel Excavating, Inc., Greenville, WI, in the amount of \$21,756.80. This change order was approved by the Board of Public Works at the October 9, 2019 meeting.
5. Pay Estimate No. 6, Contract 2-19 Miscellaneous Sewer and Water Main Construction and Street Construction on Stanley Street for \$13,182.50, Stanley Court for \$7,974.30, and Thomas Court for \$6,900.00 to Robert J. Immel Excavating, Inc., Greenville, WI. This pay estimate was approved by the Board of Public Works at the October 9, 2019 meeting.
6. WE Energies claim for natural gas service repair.
7. Recognition of Commissioner Smaby for 25 years of service to the Waterworks Commission.
8. The next Water Commission Meeting is scheduled for November 18, 2019.

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

**THREE MONTH TOTALS  
(1000 GALLONS)**

<b>USAGE PERIOD</b>	<b>RAW WATER</b>	<b>FINISHED WATER</b>	<b>BILLED WATER</b>	<b>UNBILLED ACCOUNTED</b>	<b>% UNBILLED</b>
CURRENT THREE MONTHS (June, July, August)	302,140	295,300	248,446	17,223	10.03%
MOST RECENT THREE MONTHS (May, June, July)	289,665	282,130	231,725	14,732	12.64%
1 YEAR AGO (June, July, August)	323,491	317,640	274,803	32,757	3.17%

**DAILY AVERAGE  
(MGD)**

<b>USAGE PERIOD</b>	<b>RAW WATER</b>	<b>FINISHED WATER</b>
August-19	3.37	3.30
July-19	3.39	3.33
August-18	3.56	3.48



September 24, 2019

Town of Neenah  
Attn: Ellen Skerke, Town Clerk  
1600 Breezewood Lane  
Neenah, WI 54956

Re: Town & City of Neenah  
Courtney Court Sewer, Water, & Street Reconstruction  
Executed Change Order #2  
McM. No. N0003-9-18-00888.12

Enclosed herewith is executed Change Order #2 for the above referenced project. This change is an increase the Contract in the amount of \$16,306.01. The current Contract Price is \$869,883.71.

Please keep for your records.

Should you have any questions, please contact our office at your convenience.

Respectfully,

McMahon Associates, Inc.

~~Ben Hamblin / jlh~~

Benjamin T. Hamblin, PE  
Municipal & Civil Engineer

BTH:jlh

Enclosure: Change Order #2

cc: Robert J. Immel Excavating, Inc.





1445 MCMAHON DRIVE P.O. BOX 1025  
 NEENAH, WI 54956 NEENAH, WI 54957-1025

# CHANGE ORDER

TELEPHONE: 920.751.4200  
 FAX: 920.751.4284

ROBERT J. IMMEL EXCAVATING, INC.  
 N1870 Municipal Drive  
 Greenville, WI 54942

Contract No. N0003-9-18-00888.12  
 Project File No. N0003-9-18-00888.12  
 Change Order No. Two (2)  
 Issue Date: September 18, 2019  
 Project: TOWN & CITY OF NEENAH  
Courtney Court Sewer, Water, &  
Street Reconstruction

**You Are Directed To Make The Changes Noted Below In The Subject Contract:**

	(Item Description)	(Price)
2.1	Green Bay Road: Grade A Slurry Backfill (65 cub. yd. @ \$100 per C.Y.)..... ADD	\$6,500.00
2.2	Green Bay Road: Gravel Screenings (40.71 tons @ \$9 per TON) ..... ADD	\$366.39
2.3	Green Bay Road: Gravel ¾ Inch Base Dense (18.49 tons @ \$10.75 per TON) ..... ADD	\$198.77
2.4	Green Bay Road: Haul Native Trench Material (1 lump sum @ \$1,480 per L.S.) ..... ADD	\$1,480.00
2.5	Green Bay Road: Repairs to Existing City Storm Manhole (1 lump sum @ \$395.95 per L.S.) ..... ADD	\$395.95
2.6	Green Bay Road: Change Concrete Mix from "Typical" to "9 Bag" Mix (1 lump sum @ 460 per L.S.) ..... ADD	\$460.00
2.7	Reconnect Existing PVC Sanitary Lateral to New Sanitary Main at 144 Courtney Court (1 lump sum @ \$550 per L.S.) ..... ADD	\$550.00
2.8	Excavate Existing PVC Lateral for Pipe Burst Connection at 144 Courtney Court (1 lump sum @ \$1,150 per L.S.) ..... ADD	\$1,150.00
2.8	Utility Line Openings - Potential Gas System Conflicts (1 lump sum @ \$740 per L.S.) ..... ADD	\$740.00
2.10	Gas Main Relocation - Excavation Assistance (1 lump sum @ \$1,850 per L.S.)..... ADD	\$1,850.00
2.11	Remove and Reconnect PVC Sanitary Main for Pipe Bursting Water Main (1 lump sum @ \$627.80 per L.S.) ..... ADD	\$627.80
2.12	Repair Existing Water Service (1 lump sum @ \$837.10 per L.S.) ..... ADD	\$837.10
2.13	Remove Foundation Footing for Sanitary Lateral Construction (2 each @ \$575 per EA) ..... ADD	\$1,150.00
	<b>TOTAL</b>	<b>+ \$16,306.01</b>

Robert J. Immel Excavating, Inc.  
N1870 Municipal Drive  
Greenville, WI 54942

Contract No. N0003-9-18-00888  
Project File No. N0003-9-18-00888.12  
Change Order No. Two (2)  
Issue Date: September 18, 2019  
Project: TOWN & CITY OF NEENAH  
Courtney Court Sewer, Water, &  
Street Reconstruction

**The Changes Result In The Following Adjustments:**

	CONTRACT PRICE	TIME
Prior To This Change Order	<u>\$853,577.70</u>	- days
Adjustments Per This Change Order	<u>+ \$16,306.01</u>	- days
Current Contract Status	<u>\$869,883.71</u>	- days

Recommended:  
**McMAHON ASSOCIATES, INC.**  
Neenah, Wisconsin

Accepted:  
**ROBERT J. IMMEL EXCAVATING, INC.**  
Greenville, Wisconsin

Authorized:  
**TOWN & CITY OF NEENAH**  
Winnebago County, Wisconsin

By: *Ben Bernick*  
Date: 9/19/19

By: *Todd Immel*  
Date: 9-19-19

By: *Robert E. Schmechel*  
Date: 9-23-19

- OWNER Copy
- CONTRACTOR Copy
- ENGINEER Copy (Contract Copy)
- FILE COPY

Four (4) Copies Should Accompany This Change Order  
**Execute And Return To ENGINEER For Distribution**



ROBERT J. IMMEL EXCAVATING, INC.  
P.O. BOX 135  
N1870 MUNICIPAL DR.  
GREENVILLE, WI 54942  
PHONE (920) 757-5906 - FAX (920) 757-0189

# INVOICE

Date 8/22/2019  
Invoice # 17699  
Pay Request # CO1  
Due Date 9/21/2019

**Bill To**

Town of Neenah  
1600 Breezewood  
Neenah, WI 54956

Item No.	Qty	U/M	Description	Unit Price	Total
			Changes for Green Bay Road Storm Crossing.		
1.	65	CY	Grade A. slurry backfill	100.00	6,500.00
2.	40.71	Ton	Screenings	9.00	366.39
3.	18.49	Ton	3/4" Dense base	10.75	198.77
4.			Haul all excavated material off site.	1,480.00	1,480.00
			Tax	5.00%	0.00

Monthly Finance Chg 1.5%

**Total**

**\$8,545.16**

8/22/19

Reconnect sanitary main on Plumbers Court. Had to cut out of way for bursting watermain.

17 LF – 8" PVC pipe	-	\$79.00
1 – 8" x 8" PVC fernco (Non shear)	-	\$74.40
1 – 8" Repair coupling	-	\$38.40
3 yard – Clear stone	-	\$66.00
.5 hours – Crew time	-	\$370.00

Sub Total = \$627.80

8/23/19

Repair water service in easement broke during bursting.

1.5 Labor	-	\$652.50
2 – ¾ Union	-	\$50.60
Copper	-	\$6.00
8 yards – ¾" Road stone	-	\$128.00

Sub Total = \$837.10

Up charge for 9 bag mix in Green Bay Rd., for 2 day street opening.

Total	-	\$460.00
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Sub Total = \$460.00

2 – Each - Sanitary service went through footing. Cost to break out Footing at 142, and 115, Courtney Court.

\$575.00/each	-	\$1,150.00
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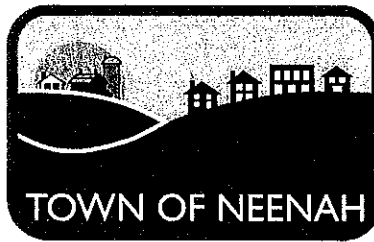
Sub Total = \$1,150.00

1 – Each - 144 Courtney Court was PVC at house after digging pit. Cost to dig pit and backfill.

Total	-	\$1,150.00
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Sub Total = \$1,150.00

TOTAL = \$7,760.85



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## MEMORANDUM

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TO: Town Board

FROM: Ellen Skerke, Clerk-Treasurer

DATE: September 20, 2019

Memo: Courtney Court Payment Request #1

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Courtney Court Payment Request # 1 is included in the September 23, 2019 vouchers, payroll and bank transactions for approval.

The payment request is for \$550,502.82.

These funds for payment will initially come from the Town General Money Market, however this project is cost shared with the City and Stormwater. I will invoice the City for their portion plus administrative fee and transfer stormwater funds.

As a reminder, the project includes Street, Stormwater, Water Main and Sanitary Sewer reconstruction.

- Street expenses are shared with the City at 25% and Town Roads at 75%.
- Stormwater expenses are shared with the City at 25% and Stormwater at 75%
- Water Main and Sanitary Sewer expenses are 100% City of Neenah costs
- Engineering costs are also cost shared accordingly with the cost of bidding split 50/50.

The City will be invoiced \$424,573.83 which includes engineering expenses and an administrative fee.

The net Town Road expense after crediting engineering costs = \$ 7,413.86

The net Stormwater expense after charging the engineering costs = \$157,112.75

The Town will gain an Administrative Fee Revenue = \$38,597.62.

One additional note regarding retainage. There is 5% of 50% of the total project that is retained from payment until after the project is completed. (\$21,243.44). This retainage is NOT being allocated to the City or Stormwater. The Town will carry this cost and pay it out in 2020 when the final payment is made. This does not mean the total cost to the Town is any more than originally bid, it is simply timing of when the money is paid out. We will have to budget for this as a 202 expense as the project will not be completed until then.

A detailed analysis is available upon request.



September 18, 2019

Town of Neenah  
Attn; Ellen Skerke, Clerk  
1600 Breezewood Lane  
Neenah, WI 54956

Re: Town & City of Neenah  
Courtney Court Sewer, Water, & Street Reconstruction  
Certificate For Payment #1  
McM. No. N0003-9-18-00888.12

Enclosed herewith is Certificate for Payment #1 for the above referenced project. This Certificate is issued to Robert J. Immel Excavating, Inc. in the amount of \$550,502.82 for partial payment for work performed through September 17, 2019.

Please process the enclosed, and forward payment to Robert J. Immel Excavating, Inc. Should you have any questions, please contact our office at your convenience.

Respectfully,

McMahon Associates, Inc.

Benjamin T. Hamblin, PE  
Municipal & Civil Engineer

BTH:jlh

cc: Robert J. Immel Excavating, Inc.

Enclosure: Certificate For Payment #1

# CERTIFICATE FOR PAYMENT

TOWN OF NEENAH  
Attn: Ellen Skerke, Clerk  
1600 Breezewood Lane  
Neenah, WI 54956

Contract No. N0003-9-18-00888.12  
Project File No. N0003-9-18-00888.12  
Certificate No. One (1)  
Issue Date: September 18, 2019  
Project: TOWN & CITY OF NEENAH  
Courtney Court Sewer, Water, &  
Street Reconstruction

This Is To Certify That, In Accordance With The Contract Documents Dated: April 8, 2019

ROBERT J. IMMEL EXCAVATING, INC.  
N1870 Municipal Drive  
Greenville, WI 54942

Is Entitled To Partial Payment For Work Performed Through: September 17, 2019

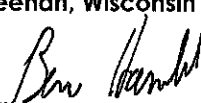
- Contractor's Application For Payment Attached.
- Itemized Cost Breakdown Attached.

Original Contract	<u>\$849,737.70</u>	Completed To Date	<u>\$571,746.26</u>
Net Change Orders*	<u>\$20,146.01</u>	Retainage **	<u>\$21,243.44</u>
Current Contract Amount	<u>\$869,883.71</u>	Subtotal	<u>\$550,502.82</u>
		Previously Certified	<u>\$0.00</u>

\* Pending Approval of Change Order #2  
\*\* Maximum 5% on 50% of Original Contract

**Amount Due This Payment: \$550,502.82**

Certified By:  
**McMAHON ASSOCIATES, INC.**  
Neenah, Wisconsin



Benjamin T. Hamblin, PE  
Municipal & Civil Engineer





Pay To: Robert J. Immel Excavating, Inc.  
PO Box 135  
Greenville, WI 54942

Contract No. Contract 2-19 Miscellaneous Sewer and Water Main Construction  
and Street Construction on Stanley Street, Stanley Court, Thomas Court

Water Work Order No: 411, 412, 413

Date: October 4, 2019

Estimate No. 6

Account Description	Account #	Payment	Contract Breakdown	Budget	Change Orders	Pd to Date
Sanitary - Miscellaneous Repairs	046-5001-743-0236	\$0.00	\$15,525.00	\$15,525		\$23,296.36
Water Main - Stanley Court	400-0000-207-0411	\$7,974.30	\$237,642.00	\$196,400	\$7,974.30	\$194,244.25
Storm - Miscellaneous Repairs	049-5203-743-0236	\$3,205.00	\$75,000.00	\$75,000		\$60,402.90
Street - Stanley Court	012-4395-743-0236	\$499.00	\$275,000.00	\$475,000		\$24,940.00
Sanitary - Miscellaneous Repairs	046-5001-743-0236	\$6,000.00	\$20,000.00	\$20,000		\$30,305.95
Water Main - Thomas Court	400-0000-207-0412	\$6,900.00	\$237,643.00	\$196,400	\$6,900.00	\$203,691.00
Storm - Miscellaneous Repairs	049-5203-743-0236	\$7,542.50	\$46,000.00	\$46,000	\$4,557.50	\$41,608.58
Street - Thomas Court	012-4396-743-0236	\$78,274.12	\$275,000.00	\$475,000		\$117,342.70
Sanitary - Miscellaneous Repairs	046-5001-743-0236	\$5,000.00	\$10,000.00	\$10,000		\$2,603.48
Water Main - Stanley St (Marathon to Commercial)	400-0000-207-0413	\$13,182.50	\$160,000.00	\$138,600	\$6,882.50	\$164,282.50
Storm - Miscellaneous Repairs	049-5203-743-0236	\$3,000.00	\$38,690.00	\$38,690		\$29,849.48
Street - Stanley St (Marathon to Commercial)	012-4397-743-0236	\$35,968.50	\$187,970.50	\$150,000		\$6,912.50
<b>TOTAL</b>		<b>\$167,545.92</b>	<b>\$1,578,470.50</b>	<b>\$1,836,615</b>	<b>\$26,314.30</b>	<b>\$899,479.70</b>

Prepared by October 4, 2019 *[Signature]*

Approved by Public Works Department October 4, 2019 *[Signature]*

Approved by Board of Public Works October 8, 2019

Approved by Common Council N/A  
 (final payments only)

Approved by Water Commission N/A  
 (final payments only)

Sent to Finance October 8, 2019

Number of Attachments 2

City of Neenah  
 Public Works Department  
 Contract Payment Form

COPY

The following is Estimate No. 6 for Contract 2-19, Miscellaneous Sewer and Water Main Construction and Street Construction on Stanley Street, Stanley Court and Thomas Court to Robert J. Immel Excavating, Inc., PO Box 135, Greenville, WI 54942

DESCRIPTION	Unit Price	Original Bid		Estimate No. 5		Estimate No. 6	
		Quantity	Total	Quantity	Total	Quantity	Total
<b>Part 1 -Sanley Ct. / Stanley St. / Thomas Ct.</b>							
<b>A. Sanitary Sewer</b>							
1. Spot Repair 8-inch sewer main (Sta. 24+30)	\$4,025.00	1 Each	\$4,025.00	1 Each	\$4,025.00	1 Each	\$4,025.00
2. Furnish and relay 6 inch sanitary lateral in ROW (5)	\$65.00	150 Lin. Ft.	\$9,750.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
3. Furnish and relay 6 inch sanitary lateral ROW to house	\$60.00	150 Lin. Ft.	\$9,000.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
4. Furnish and pipeburst sanitary lateral	\$10.50	300 Lin. Ft.	\$3,150.00	1,218 Lin. Ft.	\$12,789.00	1,218 Lin. Ft.	\$12,789.00
5. Reconnect sanitary lateral at foundation - pipeburst	\$1,550.00	1 Each	\$1,550.00	7 Each	\$10,850.00	7 Each	\$10,850.00
6. Reconnect under basement floor - pipeburst	\$2,100.00	5 Each	\$10,500.00	15 Each	\$31,500.00	15 Each	\$31,500.00
7. Adjust sanitary manhole (with slurry backfill) and install chimney	\$500.00	15 Each	\$7,500.00	0 Each	\$0.00	22 Each	\$11,000.00
8. Clean sanitary sewer	\$50.00	1 Lump Sum	\$50.00	0.0 Lump Sum	\$0.00	0.0 Lump Sum	\$0.00
Part 1 A. Sanitary Sewer Total			\$45,525.00		\$59,164.00		\$70,164.00
<b>B. Water Main</b>							
1. Furnish & install 8-inch PVC C-900 main	\$65.00	4,800 Lin. Ft.	\$312,000.00	4,842 Lin. Ft.	\$314,730.00	4,842 Lin. Ft.	\$314,730.00
2. Furnish & install 6-inch PVC C-900 main	\$140.00	120 Lin. Ft.	\$16,800.00	57.5 Lin. Ft.	\$8,050.00	57.5 Lin. Ft.	\$8,050.00
3. Furnish & install 8-inch valve w/ box	\$1,450.00	16 Each	\$23,200.00	16 Each	\$23,200.00	16 Each	\$23,200.00
4. Reconnect 2" copper service to water main	\$1,875.00	3 Each	\$5,625.00	0 Each	\$0.00	0 Each	\$0.00
5. Reconnect 1" copper service to water main	\$1,430.00	90 Each	\$128,700.00	33 Each	\$47,190.00	33 Each	\$47,190.00
6. Remove and replace stop box and stem	\$520.00	93 Each	\$48,360.00	33 Each	\$17,160.00	33 Each	\$17,160.00
7. Furnish & install 1-inch long side service	\$2,500.00	2 Each	\$5,000.00	0 Each	\$0.00	0 Each	\$0.00
8. Furnish & install 1-inch short side service	\$1,750.00	2 Each	\$3,500.00	61 Each	\$106,750.00	61 Each	\$106,750.00
9. Furnish & install 1-inch service from ROW to house by excavation	\$50.00	70 Lin. Ft.	\$3,500.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
10. Furnish & install 1-inch service from ROW to house by excavation in same trench as san. lateral	\$20.00	175 Lin. Ft.	\$3,500.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
			\$0.00	0	\$0.00	0	\$0.00
11. Furnish & install 1-inch service from ROW to house by pulling w/ sanitary sewer pipeburst	\$10.50	300 Lin. Ft.	\$3,150.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
			\$0.00	0	\$0.00	0	\$0.00
12. Furnish & install 1-inch service from ROW to house by pulling	\$50.00	50 Lin. Ft.	\$2,500.00	0	\$0.00	0	\$0.00
13. Water service connection to structure	\$400.00	6 Each	\$2,400.00	0 Each	\$0.00	0 Each	\$0.00
14. Furnish & install hydrant, lead and valve	\$5,500.00	13 Each	\$71,500.00	12	\$66,000.00	13	\$71,500.00
15. Abandon hydrant	\$400.00	8 Each	\$3,200.00	6 Each	\$2,400.00	8 Each	\$3,200.00
16. Abandon Valve manhole	\$350.00	2 Each	\$700.00	4 Each	\$1,400.00	4 Each	\$1,400.00
17. Abandon Valve Box	\$150.00	11 Each	\$1,650.00	8 Each	\$1,200.00	8 Each	\$1,200.00
C.O. 1 Item 1 - Curb Box Extensions Stanley Court	\$300.00	14 Each	\$4,200.00	0 Each	\$0.00	14 Each	\$4,200.00
C.O. 1 Item 2 - Curb Box Extensions Thomas Court	\$300.00	23 Each	\$6,900.00	0 Each	\$0.00	23 Each	\$6,900.00
C.O. 1 Item 5 - Water main break repair Stanley Court (5)	\$3,774.30	1 Lump Sum	\$3,774.30	0 Lump Sum	\$0.00	1 Lump Sum	\$3,774.30
C.O. 1 Item 6 - Water main break repair Stanley Street (7)	\$6,882.50	1 Lump Sum	\$6,882.50	0 Lump Sum	\$0.00	1 Lump Sum	\$6,882.50
Part 1 B. Water Main Total			\$657,041.80		\$598,080.00		\$616,136.80
<b>C. Storm Sewer</b>							
1. Furnish and relay 18-inch storm sewer	\$100.00	10 Lin. Ft.	\$1,000.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
2. Furnish and relay 15-inch storm sewer	\$58.00	50 Lin. Ft.	\$2,900.00	0 Lin. Ft.	\$0.00	0 Lin. Ft.	\$0.00
3. Furnish and relay 12-inch storm sewer	\$42.00	295 Lin. Ft.	\$12,390.00	231 Lin. Ft.	\$9,702.00	231 Lin. Ft.	\$9,702.00
4. Furnish and relay 10-inch storm sewer	\$41.50	1,060 Lin. Ft.	\$43,990.00	1,008 Lin. Ft.	\$41,832.00	1,008 Lin. Ft.	\$41,832.00
5. Furnish and install 4-inch storm sewer lateral	\$33.00	900 Lin. Ft.	\$29,700.00	945 Lin. Ft.	\$31,185.00	945 Lin. Ft.	\$31,185.00
6. Furnish and install storm manhole (9)	\$520.00	35 Ver. Ft.	\$18,200.00	30 Ver. Ft.	\$15,392.00	30 Ver. Ft.	\$15,392.00
7. Furnish and install catch basin	\$1,600.00	21 Each	\$33,600.00	21 Each	\$33,600.00	21 Each	\$33,600.00
8. Remove Storm Manhole	\$270.00	6 Each	\$1,620.00	7 Each	\$1,890.00	7 Each	\$1,890.00
9. Remove Storm catch basin	\$200.00	19 Each	\$3,800.00	21 Each	\$4,200.00	21 Each	\$4,200.00
10. Adjust storm manhole (w/ slurry backfill)	\$500.00	8 Each	\$4,000.00	0 Each	\$0.00	11 Each	\$5,500.00
11. Adjust storm catch basin	\$200.00	9 Each	\$1,800.00	0 Each	\$0.00	0 Each	\$0.00
12. Install and Maintain Type "D" Inlet Protection	\$100.00	40 Each	\$4,000.00	10 Each	\$1,000.00	20 Each	\$2,000.00
13. Clean and Televis Storm Sewer	\$2,690.00	1 Lump Sum	\$2,690.00	0 Lump Sum	\$0.00	1 Lump Sum	\$2,690.00
C.O. 1 Item 3 - Retrofit manholes/inlets	\$1,837.50	1 Lump Sum	\$1,837.50	0 Lump Sum	\$0.00	1 Lump Sum	\$1,837.50
C.O. 1 Item 4 - Connect existing sump pump lines	\$170.00	16 Each	\$2,720.00	0 Each	\$0.00	16 Each	\$2,720.00
Part 1 C. Storm Sewer Total			\$164,247.50		\$138,801.00		\$152,548.50

DESCRIPTION	Unit Price	Original Bid		Estimate No. 5		Estimate No. 6	
		Quantity	Total	Quantity	Total	Quantity	Total
<b>D. Street (HMA Pavement)</b>							
1. Remove existing pavement and maintain utility trench	\$1.00	10,800 Lin. Ft.	\$10,800.00	5,495 Lin. Ft.	\$5,495.00	7,685 Lin. Ft.	\$7,685.00
2. Sawcut existing bituminous pavement	\$2.75	200 Lin. Ft.	\$550.00	0 Lin. Ft.	\$0.00	280.00 Lin. Ft.	\$770.00
3. Full depth sawcut concrete pavement	\$3.75	200 Lin. Ft.	\$750.00	0 Lin. Ft.	\$0.00	100.00 Lin. Ft.	\$375.00
4. Remove existing bituminous pavement	\$1.03	16,750 Sq. Yd.	\$17,252.50	12,000 Sq. Yd.	\$12,360.00	17,000 Sq. Yd.	\$17,510.00
5. Remove concrete curb and gutter	\$2.15	7,300 Lin. Ft.	\$15,695.00	6,800 Lin. Ft.	\$14,620.00	7,222.00 Lin. Ft.	\$15,527.30
6. Remove concrete sidewalk/driveway apron	\$0.77	15,000 Sq. Ft.	\$11,550.00	10,000 Sq. Ft.	\$7,700.00	12,659.93 Sq. Ft.	\$9,748.15
7. Unclassified Excavation	\$9.95	9,000 Cu. Yd.	\$89,550.00	3,350 Cu. Yd.	\$33,332.50	3,400.00 Cu. Yd.	\$33,830.00
8. Furnish and install geogrid (Stanley Ct. & Thomas Ct.)	\$1.75	12,000 Sq. Yd.	\$21,000.00	6,400 Sq. Yd.	\$11,200.00	6,400 Sq. Yd.	\$11,200.00
9. Furnish and install crushed aggregate base	\$10.10	11,500 Ton	\$116,150.00	4,800 Ton	\$48,480.00	4,800 Ton	\$48,480.00
10. Furnish and install 30-inch concrete curb and gutter (various loc.	\$25.50	700 Lin. Ft.	\$17,850.00	0 Lin. Ft.	\$0.00	512.00 Lin. Ft.	\$13,056.00
11. Furnish and install 30-inch concrete curb and gutter (continuous	\$11.40	6,600 Lin. Ft.	\$75,240.00	0 Lin. Ft.	\$0.00	3,310.00 Lin. Ft.	\$37,734.00
12. 8-inch concrete pavement repair	\$68.00	50 Sq. Yd.	\$3,400.00	0 Sq. Yd.	\$0.00	59.20 Sq. Yd.	\$4,025.60
13. Furnish and install 4-inch concrete sidewalk	\$5.15	2,000 Sq. Ft.	\$10,300.00	0 Sq. Ft.	\$0.00	224.40 Sq. Ft.	\$1,155.86
14. Furnish and install 6-inch concrete sidewalk/driveway apron	\$5.50	13,000 Sq. Ft.	\$71,500.00	0 Sq. Ft.	\$0.00	7,335.53 Sq. Ft.	\$40,345.42
15. Furnish and install tie bar	\$10.00	40 Each	\$400.00	0 Each	\$0.00	30 Each	\$300.00
16. Fine grading and base preparation	\$3.75	4,900 Sq. Yd.	\$18,375.00	0 Sq. Yd.	\$0.00	0 Sq. Yd.	\$0.00
17. Furnish and install HMA Pavement	\$60.70	3,200 Ton	\$194,240.00	0 Ton	\$0.00	0 Ton	\$0.00
18. Furnish and install 1/2-inch rods	\$1.02	1,000 Lin. Ft.	\$1,020.00	0 Lin. Ft.	\$0.00	500 Lin. Ft.	\$510.00
19. Install detectable warning fields (supplied by City)	\$36.00	18 Each	\$648.00	0 Each	\$0.00	7 Each	\$252.00
20. Terracing, fertilize, seed & hydromulch	\$5.00	8,000 Sq. Yd.	\$40,000.00	0 Sq. Yd.	\$0.00	0 Sq. Yd.	\$0.00
21. Install and Maintain Traffic Control	\$21,700.00	1 Lump Sum	\$21,700.00	0.75 Lump Sum	\$16,275.00	1.00 Lump Sum	\$21,700.00
Part 1.D. Street Total			\$737,970.50		\$149,462.50		\$264,204.12
<b>TOTAL</b>			<b>\$1,604,784.80</b>		<b>\$935,507.50</b>		<b>\$1,103,053.42</b>

C.O. 1	\$26,314.30	Work to date	\$935,507.50	Work to date	\$1,103,053.42
C.O. 2		Retainage <sup>1</sup>	\$36,027.80	Retainage <sup>1</sup>	\$36,027.80
C.O. 3		Due Contractor	\$899,479.70	Due Contractor	\$1,067,025.62
		Previously paid	\$684,528.20	Previously paid	\$899,479.70
		Due this estimate	\$214,951.50	Due this estimate	\$167,545.92

NOTE (1): Retainage set per Wis. Statute 66.0901(9).

Retainage is 5% of the estimate until 50% of the work is completed.

At 50% completion, no additional amounts are retained.

For Final Estimates, there is no retainage.

Respectfully submitted,

  
Gerry Kaiser, PE

Director of Public Works





CITY OF NEENAH  
P.O. BOX 426, NEENAH, WI 54957-0426  
PHONE: (920) 886-6147

73810 WE ENERGIES

CHECK NO: 48260  
CHECK DATE: 09/12/19  
CHECK AMOUNT: \$751.24

INVOICE NUMBER	AMOUNT
1000036195	751.24

*Adverse Copy  
Steph + Karen + Tony  
once signed release  
is returned.  
mailed 9/12/19 @copy City Law*

THIS CHECK IS VOID WITHOUT A BLUE AND GREEN BACKGROUND AND AN ARTIFICIAL WATERMARK ON THE BACK - HOLD AT AN ANGLE TO VIEW



City Administration Building  
211 Walnut St., P.O. Box 426  
Neenah, WI 54957-0426

Associated Bank  
Wisconsin  
www.associatedbank.com  
79-57759

48260

VOID 1 YEAR FROM DATE

DATE	CHECK AMOUNT
09/12/19	\$*****751.24

PAY Seven Hundred Fifty-One And 24/100 Dollars

TO THE ORDER OF WE ENERGIES  
CLAIMS ROOM A145  
PO BOX 1132  
MILWAUKEE WI 53201-1132

*Dean R. Kaufert  
M.L.K. E.L.  
Patricia A. Sturn*

BORDER CONTAINS MICROPRINTING

⑈48260⑈ ⑆075900575⑆ 2210 485 188⑈

# WE ENERGIES

# INVOICE

CLAIMS ROOM A145  
PO BOX 1132  
MILWAUKEE WI 53201-1132  
EIN: 39-0476280

Invoice number : 1000036195  
Invoice date : 08/29/2019  
Page number : 1 of 1  
Due date : 10/13/2019  
Company contact : M. Ritenour (414) 221-3788  
Company reference : CLAIM# CL-201994885

Customer number : 5013591  
CITY OF NEENAH  
ATTN CITY CLERK  
PO BOX 426  
NEENAH WI 54957-0426  
USA

**RECEIVED**  
**SEP 03 2019**  
**FINANCE**

Line	Description		Amount
001	LABOR	\$	532.10
002	VEHICLE	\$	193.50
003	GAS LOSS	\$	23.02
004	MATERIAL	\$	2.62
Subtotal:			\$ 751.24
Sales tax:			\$ 0.00
Total amount due:			\$ 751.24

COST TO REPAIR WE ENERGIES GAS SERVICE DAMAGED ON 8/2/2019 WHEN STRUCK BY CITY OF NEENAH DURING EXCAVATING ACTIVITY TO REPAIR WATER MAIN IN THE AREA OF 1021 STERLING AVENUE IN THE CITY OF NEENAH, WISCONSIN.

*9-6-19*  
*See Claims Voucher*  
*Joni*

DEPARTMENT _____
EXT. BY _____ APPR. BY _____
DATE _____
DISTRIBUTION
ACCT. NO. _____ AMOUNT _____
_____
_____
_____
DESCRIPTION _____

Please return "COPY INVOICE" with payment in enclosed envelope payable to We Energies. Please do not combine with your energy payment. This could delay processing.

