

AGENDA

REGULAR WATER COMMISSION MEETING AND STORM WATER CITIZEN ADVISORY BOARD MEETING

Monday, July 15, 2024

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 June 17, 2024 (Attachment)
2. Approve the Invoices for June 2024 (Attachment)
3. Appearances
4. Old Business/New Business
 - A. Simplified Rate Case Discussion and Possible Action (Attachment)
 - B. Director's Report (Attachment)
 - C. Any Other Business That May Legally Come Before the Commission
 - D. 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@neenahwi.gov 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 – June 17, 2024
Hauser Room – City Hall

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

Also Present: HR Director Fairchild, Finance Director Rasmussen, and Alderman Pollnow

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

Approve Special Meeting Minutes for June 5, 2024 – Following discussion, **M.S.C. Hemes/Lang to approve the June 5, 2024 Special Meeting Minutes.** Commissioners Lang, Hemes, and Steiner voting aye. Commissioner Bauman abstaining.

Approve the Invoices for May 2024 – Commissioners had no questions about invoices and charges from May 2024.

Following discussion, **M.S.C. Hemes/Steiner to approve the May 2024 invoices.** All voting aye.

President Schmeichel arrived at the meeting at 4:34 p.m.

Appearances – None.

Old Business/New Business

Remove CTH G Extension from 2024 CIP – Director Mach presented a memo detailing the request to remove the CTH G extension. The development project that necessitated this extension is no longer going forward.

Following discussion, **M.S.C. Bauman/Hemes to remove the CTH G Water Main Extension Project from the 2024 CIP.** All voting aye.

Award Contract 2-24W West Side Booster Station Contract B – Director Mach presented the bids received for Contract 2-24W. This contract includes all work necessary to complete the Booster Station project and ready it for operation. The bids included a base bid for stainless steel piping and an alternate bid for ductile iron piping. Director Mach explained that the stainless pipe is more available and less expensive than ductile iron. This is an interesting development as staff prefer stainless steel as it is easier to maintain. Commissioners asked how the total costs were comparing with the budgeted amount for the booster station. Director Mach noted that the original budgeted amount was developed about two years ago and prices have increased more than anticipated year over year. He noted that the Engineer's estimate was \$2,100,000 and staff have done everything possible to keep the total cost as low as possible, but the budgeted amount will be exceeded.

Following discussion, **M.S.C. Bauman/Steiner to award Contract 2-24W West Side Booster Station Contract B to Sabel Mechanical, LLC in the amount of \$724,900.00.** All voting aye.

**Waterworks Commission and Storm Water Citizens Advisory Board Regular Meeting
Minutes
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Director's Report –

1. Water Loss Report – Staff are beginning flushing operations.
2. The following items were approved at the May 23, 2024 Board of Public Works meeting:
 - Pay Request No. 1, Contract 12-24, Storm Sewer and Water Main Construction, Commercial Street for Douglas Pond, to De Groot, Inc., in the amount of \$61,579.65 for the Sludge Line.
 - Pay Request No. 5, Contract 2-23W West Side Booster Station Building Construction, to RJM construction, LLC., in the amount of \$111,00.00.
3. The following items were approved at the June 12, 2024 Board of Public Works meeting:
 - Approve Pay Request No. 3, Contract 1-24, Sanitary & Storm Sewer, Water Main and Street Construction, on Belmont Ave., Belmont Ct., Cedar St., and Stevens St., to David Tenor Corporation, in the amount of \$5,195.83 for Water on Belmont Ave., \$29,285.65 for Water on Belmont Ct., \$204,174.71 for Water on Cedar St., and \$11,897.04 for Water on Stevens St.
 - Approve Pay Request No. 2, Contract 2-24, Sanitary & Storm Sewer, Water Main and Street Construction, on E. Doty Ave., to Kruczek Construction, Inc., in the amount of \$129,708.25 for Water on E. Doty Ave.
 - Approve Pay Request No. 3, Contract 3-24, Sanitary & Storm Sewer, Water Main and Street Construction, on Bayview Rd., Quarry Ln., and Reed St., to Donald Hietpas & Sons, in the amount of \$2,327.50 for Water on Bayview Rd. and \$225,590.28 for Water on Quarry Ln.
 - Approve Pay Request No. 1, Contract 4-24, Sanitary & Storm Sewer, Water Main and Street Construction, for the S. Park Avenue Easement, to Scott Lamers Construction, in the amount of \$18,719.75 for Water services.
 - Final Pay Request, Contract 12-24, Storm Sewer and Water Main Construction, on S. Commercial Street for Douglas Stormwater Pond, to De Groot, Inc., in the amount of \$3,241.03 for the Sludge Line.
4. Booster Station update – Staff will be meeting with staff from McMahon and RJM to discuss punch list items for the building.
5. AMI update – Staff have installed approximately 850 endpoints. The system is functioning well.
6. Solar installation update – The array is functioning very well.
7. The next regular Waterworks Commission meeting is scheduled for Monday, July 15, 2024.

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

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Closed Session – **M.S.C. Steiner/Hemes to convene into closed session pursuant to Wis. Stats §19.85 (1)(e) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.** All voting aye.

Reconvene into Open Session – **M.S.C. Hemes/Schmeichel to reconvene into open session.** All voting aye.

Closed Session – **M.S.C. Hemes/Schmeichel to direct Director Mach to collaborate with Director Fairchild in developing a compromise between the Water Utility's Salary Plan and the City's Salary Plan.** All voting aye.

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

Adjournment – **M.S.C. Hemes/Schmeichel to adjourn at 6:11 p.m.** All voting aye.

Respectfully submitted,



Anthony L. Mach
Director, Neenah Water Utility

WATER UTILITY CASH ACTIVITY

June 2024 (Incomplete-Missing check register items & cash receipt interest)

| | | |
|-----------------------------------|----------------|--------------------------------|
| Cash Balance June 1, 2024 | | \$3,209,859 |
| Cash Receipts | | |
| Water Collection Receipts | 684,520 | |
| Other Water Receipts | 17,385 | |
| | | 701,905 |
| Cash Distributions | | |
| Check Register | 466,582 | |
| Debt Service Reserve | 143,281 | |
| WE Energies | 19,160 | |
| Disbursements to the City | <u>436,973</u> | |
| | | <u>1,065,996</u> |
| Cash Balance June 30, 2024 | | <u><u>2,845,768</u></u> |

JUNE DISBURSEMENTS TO THE CITY

| | |
|--|------------------------------|
| Payroll | 103,427 |
| Payroll Benefits | 41,689 |
| Vehicle Fuel & Fluids | 1,814 |
| Vehicle Maintenance | 1,472 |
| IS/GIS Services | 3,605 |
| Postage | 128 |
| Utility Bills | 2,545 |
| CVMIC Liability Insurance | 7,812 |
| 2nd Qtr Printcare | 116 |
| 2nd Qtr Rent | 3,035 |
| 2nd Qtr Payment in Lieu of Taxes | 220,036 |
| 2nd Qtr Charges for Sending/Collecting Bills-Pmt to City | 18,459 |
| 2nd Qtr-Finance, Legal, HR Services-Pmt to City | <u>32,835</u> |
| Total Disbursements to the City | <u><u>436,973</u></u> |

REPLACEMENT FUND RESERVES AS OF JUNE 2024

| | |
|--|----------------------------------|
| Sludge Lagoon | \$1,728,413 |
| Vehicles | 194,635 |
| Painting Hydrants | 69,000 |
| GAC Media Replacement | 530,000 |
| Pump Rehab | 136,000 |
| Meters/Endpoints | 508,440 |
| Boiler Replacement | <u>12,500</u> |
| Total Replacement Fund Reserves | <u><u>\$3,178,988</u></u> |

Check Register - Water

| Vendor Remittance Name | Payment Number | Payment Date | Invoice Number | Transaction Code | Account Formatted | Stab | Account Description Long | Transaction Amount |
|----------------------------------|----------------|--------------|----------------|------------------|--------------------|------|--|--------------------|
| GRAYMONT WESTERN LIME INC | 1734 | 06/06/2024 | 35222745RI | AP | 400-0401-770.64-10 | 770 | Water Treatment / Chemical Expense | 5,036.02 |
| GRAYMONT WESTERN LIME INC | - Total | | | | | | | 5,036.02 |
| DIVERSIFIED BENEFIT SERVICES INC | 1753 | 06/13/2024 | 412760 | AP | 400-0401-770.92-60 | 770 | Administrative/General / Employee Pension/Benefits | 76.50 |
| DIVERSIFIED BENEFIT SERVICES INC | - Total | | | | | | | 76.50 |
| GRAYMONT WESTERN LIME INC | 1757 | 06/13/2024 | 35223054RI | AP | 400-0401-770.64-10 | 770 | Water Treatment / Chemical Expense | 5,052.96 |
| GRAYMONT WESTERN LIME INC | - Total | | | | | | | 5,052.96 |
| MCPMAHON | 1759 | 06/13/2024 | 935078 | AP | 400-0499-770.99-99 | 770 | Water CIP / Water CIP | 12,913.25 |
| MCPMAHON | - Total | | | | | | | 12,913.25 |
| DONALD HIETPAS & SONS INC | 1774 | 06/20/2024 | CN3-24 PAY #3 | AP | 400-0499-770.99-99 | 770 | Water CIP / Water CIP | 227,917.78 |
| DONALD HIETPAS & SONS INC | - Total | | | | | | | 227,917.78 |
| GRAYMONT WESTERN LIME INC | 1779 | 06/20/2024 | 35223515RI | AP | 400-0401-770.64-10 | 770 | Water Treatment / Chemical Expense | 5,171.54 |
| GRAYMONT WESTERN LIME INC | - Total | | | | | | | 5,171.54 |
| KRUEGER TRUE VALUE | 1785 | 06/20/2024 | 158234 | AP | 400-0402-770.67-80 | 770 | Distribution / Misc Plant | 140.35 |
| KRUEGER TRUE VALUE | 1785 | 06/20/2024 | 158240 | AP | 400-0402-770.67-50 | 770 | Distribution / Services | 50.38 |
| KRUEGER TRUE VALUE | 1785 | 06/20/2024 | 158908 | AP | 400-0402-770.65-20 | 770 | Water Treatment / Water Treatment Eq | 16.51 |
| KRUEGER TRUE VALUE | - Total | | | | | | | 207.24 |
| DE GROOT INC | 1795 | 06/27/2024 | CN1224 FINAL | AP | 400-0499-770.99-99 | 770 | Water CIP / Water CIP | 3,241.03 |
| DE GROOT INC | - Total | | | | | | | 3,241.03 |
| DIVERSIFIED BENEFIT SERVICES INC | 1796 | 06/27/2024 | 413788 | AP | 400-0401-770.92-60 | 770 | Administrative/General / Employee Pension/Benefits | 20.00 |
| DIVERSIFIED BENEFIT SERVICES INC | - Total | | | | | | | 20.00 |
| GRAYMONT WESTERN LIME INC | 1802 | 06/27/2024 | 35224439RI | AP | 400-0401-770.64-10 | 770 | Water Treatment / Chemical Expense | 5,014.24 |
| GRAYMONT WESTERN LIME INC | - Total | | | | | | | 5,014.24 |

Check Register - Water

| Vendor Remittance Name | Payment Number | Payment Date | Invoice Number | Transaction Code | Account Formatted | Stab | Account Description Long | Transaction Amount |
|--------------------------------------|----------------|--------------|----------------|------------------|--------------------|------|---|--------------------|
| MICHELS | 1807 | 06/27/2024 | 468734 | AP | 400-0499-770.99-99 | 770 | Water CIP / Water CIP | 208.26 |
| MICHELS | 1807 | 06/27/2024 | 468734 | AP | 400-0402-770.67-30 | 770 | Distribution / Mains | 286.41 |
| MICHELS | - Total | | | | | | | 494.67 |
| DURABLE CONTROLS INC | 58704 | 06/06/2024 | 66952 | AP | 400-0402-770.65-20 | 770 | Water Treatment / Water Treatment Eq | 585.00 |
| DURABLE CONTROLS INC | - Total | | | | | | | 585.00 |
| KURZ INDUSTRIAL SOLUTIONS INC | 58707 | 06/06/2024 | INV61225 | AP | 400-0499-770.99-99 | 770 | Water CIP / Water CIP | 31,185.00 |
| KURZ INDUSTRIAL SOLUTIONS INC | - Total | | | | | | | 31,185.00 |
| SYNERGY ENVIRONMENTAL LAB LLC | 58720 | 06/06/2024 | E43596 | AP | 400-0402-770.65-10 | 770 | Water Treatment / Structures & Improvements | 929.50 |
| SYNERGY ENVIRONMENTAL LAB LLC | - Total | | | | | | | 929.50 |
| GANNETT WISCONSIN LOCALIQ | 58738 | 06/13/2024 | 6414638 | AP | 400-0499-770.99-99 | 770 | Water CIP / Water CIP | 277.56 |
| GANNETT WISCONSIN LOCALIQ | - Total | | | | | | | 277.56 |
| HYDRITE CHEMICAL COMPANY | 58744 | 06/13/2024 | 2024000039668 | AP | 400-0401-770.64-10 | 770 | Water Treatment / Chemical Expense | 8,359.20 |
| HYDRITE CHEMICAL COMPANY | - Total | | | | | | | 8,359.20 |
| MISC - WATER REFUND VENDOR | 58762 | 06/13/2024 | 000025287 | AP | 400-0000-307.00-00 | 307 | Vouchers/Accounts Payable / Customer Overpayments | 152.64 |
| MISC - WATER REFUND VENDOR | - Total | | | | | | | 152.64 |
| RECYCLETHATSTUFF.COM | 58765 | 06/13/2024 | 64725 | AP | 400-0401-770.64-30 | 770 | Water Treatment / Miscellaneous Expense | 20.00 |
| RECYCLETHATSTUFF.COM | - Total | | | | | | | 20.00 |
| BRAZEE ACE HARDWARE | 58778 | 06/20/2024 | 60256 | AP | 400-0402-770.67-50 | 770 | Distribution / Services | 86.96 |
| BRAZEE ACE HARDWARE | - Total | | | | | | | 86.96 |
| CHEMTRADE CHEMICALS US LLC | 58780 | 06/20/2024 | 90110973 | AP | 400-0401-770.64-10 | 770 | Water Treatment / Chemical Expense | 8,823.60 |
| CHEMTRADE CHEMICALS US LLC | - Total | | | | | | | 8,823.60 |
| DAVID TENOR CORPORATION | 58782 | 06/20/2024 | CN1-24 PAY #3 | AP | 400-0499-770.99-99 | 770 | Water CIP / Water CIP | 0.00 |

Check Register - Water

| Vendor Remittance Name | Payment Number | Payment Date | Invoice Number | Transaction Code | Account Formatted | Stab | Account Description Long | Transaction Amount |
|--------------------------------------|----------------|--------------|----------------|------------------|--------------------|------|---|--------------------|
| DAVID TENOR CORPORATION | - Total | | | | | | | 0.00 |
| KRUCZEK CONSTRUCTION INC | 58795 | 06/20/2024 | CN2-24 PAY #2 | AP | 400-0499-770.99-99 | 770 | Water CIP / Water CIP | 129,708.25 |
| KRUCZEK CONSTRUCTION INC | - Total | | | | | | | 129,708.25 |
| MISC - WATER REFUND VENDOR | 58802 | 06/20/2024 | 000000857 | AP | 400-0000-307.00-00 | 307 | Vouchers/Accounts Payable / Customer Overpayments | 288.63 |
| MISC - WATER REFUND VENDOR | - Total | | | | | | | 288.63 |
| SCOTT LAMERS CONSTRUCTION LLC | 58810 | 06/20/2024 | CN4-24 PAY #1 | AP | 400-0499-770.99-99 | 770 | Water CIP / Water CIP | 18,719.75 |
| SCOTT LAMERS CONSTRUCTION LLC | - Total | | | | | | | 18,719.75 |
| MISC - WATER REFUND VENDOR | 58830 | 06/27/2024 | 000013231 | AP | 400-0000-307.00-00 | 307 | Vouchers/Accounts Payable / Customer Overpayments | 431.61 |
| MISC - WATER REFUND VENDOR | - Total | | | | | | | 431.61 |
| MISC - WATER REFUND VENDOR | 58831 | 06/27/2024 | 000013233 | AP | 400-0000-307.00-00 | 307 | Vouchers/Accounts Payable / Customer Overpayments | 118.59 |
| MISC - WATER REFUND VENDOR | - Total | | | | | | | 118.59 |
| GRAEF | 58836 | 06/27/2024 | 133147 | AP | 400-0401-770.92-30 | 770 | Administrative/General / Outside Service | 1,355.56 |
| GRAEF | - Total | | | | | | | 1,355.56 |
| SES GROUP INC | 58857 | 06/27/2024 | S4418P | AP | 400-0401-770.64-30 | 770 | Water Treatment / Miscellaneous Expense | 395.00 |
| SES GROUP INC | - Total | | | | | | | 395.00 |
| Overall - Total | | | | | | | | 466,582.08 |



Neenah Water Utility

211 Walnut St. PO Box 426 Neenah, WI 54957-0426

Office: (920) 886-6182 Cell: (920) 858-6300

Email: amach@ci.neenah.wi.us

Anthony L. Mach

Director of Neenah Water Utility

MEMORANDUM

DATE: July 10, 2024
TO: Waterworks Commission
FROM: Anthony L. Mach
RE: Simplified Rate Case Discussion and Possible Action

Staff are requesting Waterworks Commission authorization to engage the Public Service Commission of Wisconsin (PSC) and determine whether the Utility would qualify for a Simplified Rate Case.

In 2023, Neenah Water Utility's Rate of Return (RoR) was 6.06%. This is down from the 2022 return of 6.95%. The Utility's authorized return was set by the PSC at 7.50%.

Staff recommends approving exploring the options for implementing a Simplified Rate Case.

Director's Report
July 15, 2024

1. Water Loss Report.
2. The following items were approved at the July 2, 2024 Board of Public Works meeting:
 - Pay Request No. 6, Contract 2-23W West Side Booster Station Building Construction, to RJM Construction, LLC., in the amount of \$76,939.00.
 - Change Order 1 Contract 2-23W West Side Booster Station Building Construction, to RJM Construction, LLC, in the amount of \$2,739.44.
3. Booster Station update.
4. AMI update.
5. Solar installation update.
6. The next regular Waterworks Commission meeting is scheduled for Monday, August 19, 2024.

**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 (March, April, May) | 319,510 | 303,250 | 223,235 | 31,005 | 49,010 | 16.16% |
| MOST RECENT THREE MONTHS (February, March, April) | 310,370 | 293,950 | 225,946 | 44,250 | 23,754 | 8.08% |
| 1 YEAR AGO (March, April, May) | 313,160 | 300,600 | 231,429 | 22,366 | 46,805 | 15.57% |

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 |
|---------------------|------------------|-----------------------|
| May, 2024 | 3.56 | 3.44 |
| Apr, 2024 | 3.48 | 3.26 |
| May, 2023 | 3.69 | 3.55 |

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: June 27, 2024

Pay Request No. 6

| <u>Account Description</u> | <u>Account #</u> | <u>Payment</u> |
|----------------------------|-------------------------|----------------|
| | | \$76,939.00 |
| Retainage | | \$0.00 |
| West Side Booster Station | 400-0499-770-9999 WO506 | \$76,939.00 |

Approved by Water Utility June 27, 2024 

Approved by Board of Public Works July 2, 2024 

Approved by Water Commission N/A

Number of Attachments 4

City of Neenah
Water Utility
Contract Payment Form

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF 4 PAGES

TO OWNER: PROJECT: APPLICATION NO: 6
 NEENAH WATER UTILITY/CITY OF NEENAH Neenah Booster Pump Building
 211 WALNUT ST
 NEENAH WI 54956
 FROM CONTRACTOR: VIA ARCHITECT:
 RJM Construction LLC MCMAHON ASSOCIATES
 601 W Forest St 1445 MCMAHON DR
 Black Creek WI 54106 NEENAH WI 54956
 CONTRACT FOR: Neenah Booster Pump Building

PERIOD TO: 6/17/2024
 PROJECT NOS: N0002-09-22-00496-A
 CONTRACT DATE: 7/26/2023
 Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

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 | \$ | 0.00 |
| 3. CONTRACT SUM TO DATE (Line 1 ± 2) | \$ | 501,150.00 |
| 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) | \$ | 478,336.00 |
| 5. RETAINAGE: | | |
| a. 2.5 % of Contract Sum (Column D + E on G703) | \$ | 12,528.75 |
| b. 5 % of Stored Material (Column F on G703) | \$ | 0.00 |
| Total Retainage (Lines 5a + 5b or Total in Column I of G703) | \$ | 12,528.75 |
| 6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) | \$ | 465,807.25 |
| 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) | \$ | 388,868.25 |
| 8. CURRENT PAYMENT DUE | \$ | 76,939.00 |
| 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) | \$ | 35,342.75 |

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: [Signature] Date: 6/17/2024

State of: Wisconsin County of: Outagamie
 Subscribed and sworn to before me this 17th day of June 2024
 Notary Public: [Signature]
 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 on the 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.

| CHANGE ORDER SUMMARY | ADDITIONS | DEDUCTIONS |
|--|-----------|------------|
| Total changes approved in previous months by Owner | | \$0.00 |
| Total approved this Month | | |
| TOTALS | \$0.00 | \$0.00 |
| NET CHANGES by Change Order | | |

Contract 2-23W
West Side Booster Station Building Construction

| Item No. | Item Description | Scheduled Val | Pay Request No.1 | | | Pay Request No.2 | | | Pay Request No.3 | | | Pay Request No.4 | | | Pay Request No.5 | | | Pay Request No.6 | | |
|----------|--|---------------|-----------------------|--------------------|-------------------|-----------------------|--------------------|-------------------|-----------------------|--------------------|-------------------|-----------------------|--------------------|-------------------|-----------------------|--------------------|-------------------|-----------------------|--------------------|-------------------|
| | | | Completed This Period | Retainage Due this | Due To Contractor | Completed This Period | Retainage Due this | Due To Contractor | Completed This Period | Retainage Due this | Due To Contractor | Completed This Period | Retainage Due this | Due To Contractor | Completed This Period | Retainage Due this | Due To Contractor | Completed This Period | Retainage Due this | Due To Contractor |
| | | | \$ | Period | This Period | \$ | Period | This Period | \$ | Period | This Period | \$ | Period | This Period | \$ | Period | This Period | \$ | Period | This Period |
| 1 | Bond | \$8,210.00 | \$8,210.00 | \$410.50 | \$7,799.50 | \$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 |
| 2 | General Conditions | \$35,013.00 | \$15,000.00 | \$750.00 | \$14,250.00 | \$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 | \$3,500.00 | \$0.00 | \$3,500.00 |
| 3 | Erosion Control | \$3,100.00 | \$3,100.00 | \$155.00 | \$2,945.00 | \$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 |
| 4 | Excavation (Site) | \$43,524.00 | \$30,000.00 | \$1,500.00 | \$28,500.00 | \$3,500.00 | \$175.00 | \$3,325.00 | \$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 |
| 5 | Excavation (Building) | \$13,787.00 | \$4,000.00 | \$200.00 | \$3,800.00 | \$9,787.00 | \$489.35 | \$9,297.65 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 6 | Restoration | \$8,300.00 | \$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 |
| 7 | Foundation footing and wall | \$43,000.00 | \$43,000.00 | \$2,150.00 | \$40,850.00 | \$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 |
| 8 | Building Floor | \$7,623.00 | \$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 | \$7,623.00 | \$0.00 | \$7,623.00 |
| 9 | Site sidewalk at perimeter of building | \$4,510.00 | \$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 | \$1,500.00 | \$0.00 | \$1,500.00 |
| 10 | Masonry | \$146,000.00 | \$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 | \$30,800.00 | \$0.00 | \$30,800.00 |
| 11 | Carpentry materials | \$33,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$30,000.00 | \$0.00 | \$30,000.00 | \$3,000.00 | \$0.00 | \$3,000.00 |
| 12 | Carpentry labor | \$38,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$33,000.00 | \$0.00 | \$33,000.00 | \$4,000.00 | \$0.00 | \$4,000.00 |
| 13 | Standing seam steel roof installed | \$32,516.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$26,000.00 | \$0.00 | \$26,000.00 | \$6,516.00 | \$0.00 | \$6,516.00 |
| 14 | Hollow Metal frames/doors/Hrdw | \$25,267.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$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 |
| 15 | Painting exterior doors | \$2,200.00 | \$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 |
| 16 | Underground plumbing | \$55,000.00 | \$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 |
| 17 | Electrical grounding | \$2,100.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,100.00 | \$0.00 | \$2,100.00 | \$0.00 | \$0.00 | \$0.00 |
| 18 | | | | | | | | | | | | | | | | | | \$0.00 | \$0.00 | \$0.00 |
| 19 | | | | | | | | | | | | | | | | | | | | |
| | | \$501,150.00 | \$103,310.00 | \$5,165.50 | \$98,144.50 | \$13,287.00 | \$664.35 | \$12,622.65 | \$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 | \$76,939.00 | \$0.00 | \$76,939.00 |

| Contract Reconciling | | |
|----------------------|---------------|-------------------|
| Completed To Date | Retainage Due | Due To Contractor |
| \$ | | This Period |
| \$8,210.00 | \$410.50 | \$410.50 |
| \$33,500.00 | \$1,000.00 | \$2,513.00 |
| \$3,100.00 | \$155.00 | \$155.00 |
| \$38,500.00 | \$1,925.00 | \$6,949.00 |
| \$13,787.00 | \$689.35 | \$689.35 |
| \$0.00 | \$0.00 | \$8,300.00 |
| \$43,000.00 | \$2,150.00 | \$2,150.00 |
| \$7,623.00 | \$0.00 | \$0.00 |
| \$1,500.00 | \$0.00 | \$3,010.00 |
| \$146,000.00 | \$4,023.90 | \$4,023.90 |
| \$33,000.00 | \$0.00 | \$0.00 |
| \$37,000.00 | \$0.00 | \$1,000.00 |
| \$32,516.00 | \$0.00 | \$0.00 |
| \$23,500.00 | \$175.00 | \$1,942.00 |
| \$0.00 | \$0.00 | \$2,200.00 |
| \$55,000.00 | \$2,000.00 | \$2,000.00 |
| \$2,100.00 | \$0.00 | \$0.00 |
| | \$0.00 | \$0.00 |
| \$478,336.00 | \$12,528.75 | \$35,342.75 |

| | |
|-------------------|-------------|
| Retainage to Date | |
| 1 | \$5,165.50 |
| 2 | \$664.35 |
| 3 | \$5,435.00 |
| 4 | \$1,263.90 |
| 5 | \$0.00 |
| 6 | \$0.00 |
| | \$12,528.75 |

Change Order No: 1
Contract: 2-23W
Project: West Side Booster Station 400-0499-770-9999 WO 506
Contractor: RJM Construction LLC
601 W Forest Street
Black Creek WI 54106
Original Contract: \$501,150.00

Change Ordered Herewith:




| | |
|---|--------------------------|
| 1. <u>Credit for grading and restoration</u> | <u>(\$8,300.00)</u> |
| 2. <u>Credit for concrete Sidwalk (stoops are already poured)</u> | <u>(\$3,010.00)</u> |
| 3. <u>Interior Wall and Door Painting</u> | <u>\$13,843.00</u> |
| 4. <u>Contractor Mark-up</u> | <u>\$126.65</u> |
| 5. <u>Bond (3%)</u> | <u>\$79.79</u> |
| 6. <u>Extend Completion Date by 49 days.</u> | |
| TOTAL | <u>\$2,739.44</u> |

Reason for Change:

Due to timing for the completion contract A and start of Contract B staff staff is requestring to remove the
sidewalk around the building and site grading as it will interfere with the installation of the electrical service.
Staff are adding interior epoxy door coatings. In conjunction with the change order, RJM requested an
extension of the completion date by 49 days to August 16, 2024.

| | | | |
|-------------------------------|---------------------|---|------------------|
| <u>Contract Amount</u> | | <u>Contract Time (Calendar Days)</u> | |
| Original: | <u>\$501,150.00</u> | Original: | <u>6/28/2024</u> |
| Previous C.O.'s (+/-): | <u>\$0.00</u> | Previous C.O.'s (+/-): | |
| This C.O. (+/-): | <u>\$2,739.44</u> | This C.O. (+/-): | <u>49</u> |
| Revised: | <u>\$503,889.44</u> | Revised: | <u>8/16/2024</u> |

This document shall become an amendment to the contract and all stipulations and covenants of the contract shall apply hereto.

| | | | |
|--------------|--|-------|------------------|
| Contractor: | <u></u> | Date: | <u>7/11/2024</u> |
| Department: | <u></u> | Date: | <u>7/2/24</u> |
| Board of PW: | <u></u> | Date: | |



McMAHON ASSOCIATES, INC.

1445 McMAHON DRIVE P.O. BOX 1025
 NEENAH, WI 54956 NEENAH, WI 54957-1025
 TELEPHONE: 920.751.4200
 FAX: 920.751.4284

CHANGE ORDER

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

Contract No. N0002-09-22-00496-A
 Project File No. N0002-09-22-00496
 Change Order No. One (1)
 Issue Date: June 28, 2024
 Project: CITY OF NEENAH
Water Booster Station
Building Construction – Contract A

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

| | (Item Description) | (Price) |
|-----|--|--------------------|
| 1.1 | Credit for Grading and Restoration..... DEDUCT | (\$8,300.00) |
| 1.2 | Credit for Concrete Sidewalk (stoops are already poured)..... DEDUCT | (\$3,010.00) |
| 1.3 | Interior Wall and Door Painting ADD | \$13,843.00 |
| 1.4 | Contractor Mark-up ADD | \$126.65 |
| 1.5 | Bond (3%)..... ADD | \$79.79 |
| 1.6 | Extend Final Completion Date by Forty Nine (49) Days | |
| | | |
| | | |
| | TOTAL | +\$2,739.44 |


The Changes Result In The Following Adjustments:

| | CONTRACT PRICE | TIME |
|-----------------------------------|---------------------|-----------------------|
| Prior To This Change Order | <u>\$501,150.00</u> | <u>6/28/2024</u> days |
| Adjustments Per This Change Order | <u>+ \$2,739.44</u> | <u>49</u> days |
| Current Contract Status | <u>\$503,889.44</u> | <u>8/16/2024</u> days |

Recommended:
McMAHON ASSOCIATES, INC.
 Neenah, Wisconsin

Accepted:
RJM CONSTRUCTION, LLC
 Black Creek, Wisconsin

Authorized:
NEENAH WATER UTILITY
 City of Neenah, Wisconsin

By: 
 Date: 7/1/2024

By: _____
 Date: _____

By: _____
 Date: _____

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

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



A Commitment to Excellence!

June 25, 2024

| Architect/Engineer | Project/Owner |
|--|---|
| MCAHON ASSOCIATES 1445 MCAHON DR NEENAH WI 54956 | NEENAH WATER UTILITY/CITY OF NEENAH 211 WALNUT ST NEENAH WI 54956 |

Specifications/Scope of Work as follows:

Project: Neenah Booster Pump Building Project Change Order(s)

| | | |
|--------------------------------------|-------------------------|----------------|
| • Credit for grading and restoration | Credit | \$8,300.00 |
| • Credit for sidewalk | Credit | \$3,010.00 |
| • Add for painting | Add | \$13,843.00 |
| | Subtotal | Add \$2,533.00 |
| | Contractor Mark Up (5%) | Add \$126.65 |
| | Bond (3%) | Add \$79.79 |
| | Total Change Order | Add \$2,739.44 |

Respectfully submitted,

Ryan Minschmidt

Ryan J. Minschmidt | President | RJM Construction LLC

