City of Neenah

Board of Public Works Agenda

Thursday, June 25, 2026 at 12:00 PM
Neenah City Hall – 211 Walnut Street
Council Chambers

I. Call to Order

II. Roll Call

III. Public Appearances

IV. Approval of Minutes

- A. Approval of Minutes from June 11, 2026

V. Unfinished Business

VI. New Business

- A. Public Works – Director Kaiser
  1. Make a recommendation to Council on Final Pay Request, Contract 5-25, Hot Mixed Asphalt Repairs, MCC, Inc., in the amount of $3,803.10. (Attachment)
- B. Fire Station 31 Remodel – Chief Teesch
  1. Approve Change Order No. 17, as described in the attached Notice of Scope Revision No. 24, in the amount of $11,423.36, paid from contingency budget. (Attachment)
  2. Approve Pay Request No. 6, Fire Station No. 31 Remodel, to Milboach Construction Services, Co., in the amount of $765,850.84. (Attachment)

VII. Announcements and Future Agenda Items

VIII. Adjournment

Notice: Pursuant to the requirements of Wis. Stats. Sec. 19.84 (Open Meeting Notice Law), 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 on which they have decision-making responsibility. This may constitute a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

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 Clerk's Office (920) 886-6100 or e-mail clerk@neenahwi.gov at least 48 hours prior to the scheduled meeting or event to request an accommodation.

City of Neenah
Department of Public Works
Contractor Request for Payment

Contractor Name:	MCC. Inc.	Contract No.	5-25
Address:	2600 N Roemer Rd PO Box 1137	Contract Amount	$89,559.50
City	Appleton WI 54912-1137		
Name of Project	HMA Repairs		
Location of Project	Various Sites throughout City		
Pay Request No.	3	For Period	FINAL

CONTRACT SUMMARY

Original Contract Amount	$89,559.50
Net Amount of Change Order	$0.00
Adjusted Contract Amount	$89,559.50

WORK PERFORMED TO DATE

Work Performed to Date	$76,061.70
Less Retainage of 5%. If different indicate here ________	$0.00
Net Amount Earned to Date	$76,061.70
Less Previous Payments	$72,258.60
BALANCE DUE THIS PAYMENT	$3,803.10

CONTRACT BREAKOUT

	Account Numbers	Project #	Budget Total	Contract Breakdown	Due This Estimate	Paid to Date
San-Pavement Repair	046-5050-743.02-36	SEW10	$20,000.00	$20,000.00	$1,030.62	$19,581.37
San Misc R/R	046-5050-743.02-36	SEW16	$180,000.00	$4,822.21	$143.63	$2,729.00
Storm-Pavement Repairs	049-5050-743.02-36	STW10	$200,000.00	$1,559.50	$52.79	$1,003.05
Storm Misc R/R	049-5050-743.02-36	STW05	$60,000.00	$0.00	$0.00	$0.00
Water-Miscellaneous-Service	400-0499-770.99-99	WO585	$250,000.00	$2,583.33	$61.60	$1,170.39
Water S. Park Ave	400-0499-770.99-99	WO543	$347,000.00	$4,055.56	$116.63	$2,215.97
Water Plant Facade Repair	400-0499-770.99-99	WO577	$100,000.00		$482.58	$9,169.01
Water Misc. Services	400-0402-770.67-30		$250,000.00	$23,288.90	$512.65	$9,740.39
Water Misc. Mains	400-0402-770.67-50		$100,000.00	$1,250.00	$70.55	$1,340.48
Street Misc Repair	012-5150-743.02-36	SM01	$225,000.00	$32,000.00	$1,164.07	$9,793.78
P&R Southview Tennis Cour	013-8850-743.02-36	PRF12	$0.00	$0.00	$62.82	$1,193.54
P&R Arrowhead Trail	013-2476-743.02-36	APF01	$0.00	$0.00	$105.16	$1,998.04
			$1,732,000.00	$89,559.50	$3,803.10	$56,743.44

CERTIFICATION OF CONTRACTOR:

I certify that the foregoing is just and correct and the amount claimed is legally due after showing all just credits

Certified by Engineer		Date: 6/16/26
Certified by Public Works		Date: 6/16/26
Certified by Water Utility	Tim Jeks	Date: 6/16/26
Certified by Contractor		Date: 6/16/26
	Approved BPW	Date:
	Approved Common Council (Final Payments Only)	Date:

City of Neenah
Contract 5-25
HMA Street Repairs

Item Line	Item Code	Item Description	UofM	QTY	Unit Price	Extension	Quantity Completed to Date	Pay Request No.1 Contractor Completed This Period Quantity	Pay Request No.1 Contractor Completed This Period $	Pay Request No.1 Retainage Due this Period	Pay Request No.1 Due this Estimate	Pay Request No.2 Contractor Completed This Period Quantity	Pay Request No.2 Contractor Completed This Period $	Pay Request No.2 Retainage Due this Period	Pay Request No.2 Due this Estimate	Pay Request No.3-FINAL Contractor Completed This Period Quantity	Pay Request No.3-FINAL Contractor Completed This Period $	Pay Request No.3-FINAL Retainage Owed	Pay Request No.3-FINAL Due this Estimate	Contractor Owed to Date
1	402.1.7.4	Unclassified Excavation	Cu. Yd.	20	$58.40	$1,168.00	**0**	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	401.1.1	Furnish and Install Crushed Aggregate Base	Ton	30	$53.05	$1,591.50	**0**	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
3	9999.1	HMA Pavement Repair	Ton	500	$110.00	$55,000.00	**451**	86.77	$9,544.70	$477.24	$9,067.46	364.50	$40,095.00	$2,004.75	$38,090.25	0.00	$0.00	$2,481.99	$2,481.99	$52,121.69
4	9999.2	Pavement Repair Preperation	Sq. Yd.	2000	$8.15	$16,300.00	**1,880**	350.00	$2,852.50	$142.63	$2,709.87	1,530.00	$12,469.50	$623.48	$11,846.02	0.00	$0.00	$766.11	$766.11	$16,088.11
5	306.8	Adjust Sewer Manhole	Each	12	$1,100.00	$13,200.00	**8**	0.00	$0.00	$0.00	$0.00	8.00	$8,800.00	$440.00	$8,360.00	0.00	$0.00	$440.00	$440.00	$9,240.00
6	706.1	Install and Maintain Traffic Control	LS	1	$2,300.00	$2,300.00	**1**	0.25	$575.00	$28.75	$546.25	0.75	$1,725.00	$86.25	$1,638.75	0.00	$0.00	$115.00	$115.00	$2,415.00
BASE BID TOTAL						**$89,559.50**			**$12,972.20**	**$648.62**	**$12,323.58**		**$63,089.50**	**$3,154.48**	**$59,935.02**		**$0.00**	**$3,803.10**	**$3,803.10**	**$79,864.80**

Memorandum

TO: Board of Public Works

FROM: Chief Teesch TT

DATE: June 12, 2026

RE: **Fire Station 31 Remodel Project – Change Order Approval**

The Fire Station 31 remodel project remains on schedule and within the approved budget. The requested change orders have been reviewed and recommended by the project team, architect, and City staff.

I recommend approval of the following change orders for the Fire Station 31 Remodel Project, with funding allocated from the respective sources identified below.

- **Change Order No. 17**, as described in **Notice of Scope Revision No. 24 –** Modify the gear laundry room electrical service, remove the second extractor from the project scope, revise the kitchen cabinetry layout, and complete associated HVAC modifications required to accommodate the revised equipment locations and room configurations. **Paid from contingency budget $11,423.36**

Total amount: $11,423.36

Approval of these change orders will allow construction to proceed without delay while ensuring the long-term performance and service life of Fire Station 31.

Please let me know if additional information is needed.

125 E. Columbian Avenue, Neenah, WI – Phone 920-886-6200, Fax 920-886-6208

MILBACH
Construction
Services,
Company

2651 Northridge Dr. Kaukauna, WI 54130
Phone: (920) 993-0735
Fax: (920) 993-0738

Notice of Scope Revision

Requested By: Milbach Construction Date: 6/11/26
Job No. 25-1028 SR No. 24Revised
Owner Name: City of Neenah
Project Name: Neenah Fire Station 31 Renovation

The following items have caused or may cause changes in project cost and/or schedule:
Brief Description of Change: CB 11 A & B
Detailed Description of Change
Add $11,423.36 for CB 11 A & B

Milbach Representative: Jon Strick

Subcontractors Involved: 1) Hubbartt 2) FVMF 3) Surefire
4) Wynn Jones 5) 6)

Contractor (is) (is not) to proceed with the work noted above. The change in the Contract price shall be determined as follows: (Check one)
_______ T & M (markups per Contract) Estimated Manhours:________
Estimated Total Cost (including material):__________________
_______ Unit Price Estimated Total Cost (including material):_________
x Fixed Price: $11,423.36
_______ Other:
Estimated Schedule Delay:

Other Impact and Indirect Costs Attributable to Change: 10% General Requirements & Bond

Note: The change in the Contract time shall be as subsequently agreed upon and noted below.

Owner Representative: Trevor Frank- SEH

The Contract with the Owner is adjusted as follows:
Cost: $ 11,423.36 Schedule:

Milbach Representative: [signature] Date: 6/11/26

Owner Representative: ______________________ Date:________

Attachments: x Yes _______ No

Note: Unless expressly noted above to the contrary, Milbach reserves the right to claim later for such delay costs and indirect and impact costs as may be attributable to this change.

Hubbartt Electric Inc.

4315 Expo Dr.
Manitowoc, WI 54220

jnaidl@hubbarttelectric.com

Phone: 920-686-1180
Fax: 920-686-1181
Cell: 920-973-0744

PROPOSED CHANGE ORDER NOTICE

Date: 4-7-26

Attn: Jon Strick

PCO #6

Milbach Construction Services
2651 Northridge Drive
Kaukauna, WI 54130

RE: CB #11 – Gear & Laundry Revisions

Hubbartt Electric is pleased to offer the following Proposed Change Order Quote for the above referenced project.

Scope of work as follows:

- Remove the existing LA-62 wiring and GFCI receptacle from the north wall of gear laundry room 128.
- Provide and install a 240-volt, single phase, 40-amp receptacle in the same wall box as the removed GFCI receptacle.
- Provide a 40-amp 2-pole breaker in panel LA and #8 wires from the panel to the new 40A receptacle.
- Provide and install a 40-amp, 240-volt cord and plug on the new dryer.
- Eliminate the 2nd extractor that is shown on the CB #11 drawing per the fire chief.

Notes:
- Work done during normal business hours.
- Work will not be completed without written approval.
- **Proposal is good for 30 days.**

Proposed Change Order Amount: $1,970.87

Thank you,

Hubbartt Electric Inc.

Jason Naidl,
Project Manager

I accept the above PCO ____ Date______________________

▪ Industrial ▪ Commercial ▪ Residential ▪

Quote

Fox Valley Metal Fab, Inc.

Fox Valley Metal Fab, Inc
5925 N Richmond St
Appleton, WI 54913

920-734-4921 office@foxvalleymetalfab.com

Date	Quote #
3/30/2026	2021-6614

Name / Address
Milbach Construction Services Co. 2651 Northridge Drive Kaukauna, WI 54130

Terms	Good Thru	Project
Net 30	4/29/2026	

Description	Qty	Rate	Total
PROJECT NAME: NEENAH FIRE STATION 31 CB 11			
ADDER: SEMALESS 18GA STAINLESS STEEL WITH A #4 FINISH PER DRAWING A421 28-5/16" X 34"		480.00	480.00
Shop drawings are NOT included unless otherwise noted		**Total**	$480.00

This proposal is submitted to the following conditions:
This quotation is subject to revisions occasioned by any governmental regulation. Cancellation will not be agreed to except upon terms against loss. The delivery of material is contingent upon strikes, fires, and other causes beyond our control. Quotations are based on steel quotes by steel mills and wage rates in effect at our plant as of this date. There are no agreements herin. We reserve the right to increase the price if the quantity ordered is less than this proposal or if orders are decreased later by the customer. Receipt of this quotation does not guarantee our acceptance of a purchase order until such time as we have acknowledged said order.

Sure-Fire, Inc.

Memo

To: **Christinna, Milbach Construction Services, Co.**

From: Ron Wellhoefer, Estimator / Project Manager

Date: April 16, 2026

Re: Neenah Menasha Fire Station – Construction Bulletin 11

Below are the HVAC costs for Construction Bulletin 11.

Equipment & Materials	$2,455
Labor	$2,430
Mark-Up	$489
Total	**$5,374**

Notes: Roofing is by others

If the gear dryer ductwork needs to be insulated. **Add $2,200**
(2" thick semi rigid fiberglass pipe & tank wrap FSK jacket)

Please call me (920-485-4883) if you have any questions.

Sure-Fire, Inc.
617 Washington
P.O. Box 191
Horicon, WI 53032

920-485-4883 - Phone
920-485-4075 - Fax
ronw@surefireinc.com

Re: Neenah Fire Station 31

From: Brandon Duchow (brandon.milbachconst@gmail.com)

To: jonmilbachconst@aol.com

Cc: milbconst@aol.com

Date: Tuesday, June 2, 2026 at 08:09 AM CDT

We did the removal and replacement approx 6 hours. 2 guys 3 hours each

Brandon Duchow
Construction Superintendent
Milbach Construction Services
M: 920-915-0720
O: 920-993-0735

On Tue, Jun 2, 2026, 7:28 AM Jon Strick <jonmilbachconst@aol.com> wrote:
Brandon,

Did Winn Jones do work for this change order?
Cb11a and b

Jon Strick
Project Manager/Field Operations
Milbach Construction Services
C. (920)810-9999
O. (920)993-0735

Begin forwarded message:

From: Trevor Frank <tfrank@sehinc.com>
Date: June 1, 2026 at 8:23:44 PM CDT
To: "Milbach Construction Services, Co." <milbconst@aol.com>, Taylor Douglas <Tdouglas@sehinc.com>
Cc: Jon Strick - Milbach Construction <jonmilbachconst@aol.com>
Subject: RE: Neenah Fire Station 31

I thought Milbach moved the cabinets. Why is Wynn jones charging to relocate the cabinets per the CB?

Trevor M. Frank, AIA, NCARB, LEED AP, PMP |

Sr. Architect

Architect in WI, AZ, FL, GA, IA, IL, IN, KY, MI, MN, NC, ND, OH, RI, SD, TN, VA

SEH | 425 W. Water Street, Suite 300 | Appleton, WI 54911

920.380.2806 direct | 920.585.4320 Cell

www.sehinc.com

SEH--Building a Better World for All of Us™

From: Milbach Construction Services, Co. <milbconst@aol.com>
Sent: Monday, June 1, 2026 3:37 PM
To: Trevor Frank <tfrank@sehinc.com>; Taylor Douglas <Tdouglas@sehinc.com>
Cc: Jon Strick - Milbach Construction <jonmilbachconst@aol.com>
Subject: Neenah Fire Station 31

Please find attached NSR 24 for CB 11 A & B.

Thank you.

Christinna

Milbach Construction Services, Co.

2651 Northridge Dr.

Kaukauna, WI 54130

920-993-0735

Milbach Construction Services Co. Request for Payment

To: City of Neenah
211 Walnut St.
Neenah, WI 54956

Project: Fire Station 31 Renovation

Application No.: 06

Period From: 3/26/2026
Period To: 4/27/2026

Remit To: Milbach Construction Services Co.
2651 Northridge Dr.
Kaukauna, WI 54130

Architect: Short Elliot Hendrickson Inc.
425 W. Water St. Suite 300
Appleton, WI 54911

Project No.: 25-1028

Contract Date: 9/24/2025

Change Order Summary

Number	Date Approved	Additions	Deductions
1		$ 1,741.30	$ -
2		$ 10,576.31	
3 Revised	1/16/2026	$ 126,725.50	
4 Revised	1/6/2026	$ 12,122.00	
6, 11,12,13,14		$ 11,943.74	$ 650.00
16, 19, 20		$ 7,519.14	$ 2,290.00
		$ -	
	Totals	$ 170,627.99	$ 2,940.00

Net Change $ 167,687.99

Request is made for payment, as shown below, in connection with the contract. Detail Sheets are attached.

1. ORIGINAL CONTRACT SUM	$ 7,209,935.33
2. Net change by change orders	$ 167,687.99
3. CONTRACT SUM TO DATE	$ 7,377,623.32
4. Total Completed and Stored to Date	$ 3,592,465.87
5. Retainer 10%	$ 359,246.59
6. Total Earned Less Retainage	$ 3,233,219.28
7. Less Previous Certificates for Payment	$ 2,467,368.44
8. Current Payment Due	**$ 765,850.84**
9. Balance to Finish Plus Retainer	$ 4,144,404.04

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Request 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: Milbach Construction Services Company

By: [signature] Date: 4/27/2026

State of: Wisconsin County of: Outagamie
Subscribed and sworn to before me this 27th day of April 2026

Notary Public: Christinna Kersten
Expires: 9-19-27

NOTARY PUBLIC – STATE OF WISCONSIN

Amount Certified $ $765,850.84

[signature]

Date: 4/29/2026

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

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.

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

Application No.:	6
Application Date:	4/27/2026
Period To:	4/27/2026
Project Number:	25-1008

Item No.		Description	Scheduled Value	Work Completed From Previous Application	Work Completed This Period	Stored Materials	Total Completed and Stored To Date	Balance To Finish	Retainage
A		B	C	D	E	F	G=(D+E+F)	H	I
01	01000	General Requirements	$ 315,586.91	$ 154,484.62	$ 22,677.25		$ 177,161.87	$ 138,425.04	$ 17,716.19
02									
03	02000	Selective Demolition	$ 459,828.97	$ 370,731.58	$ 24,001.40		$ 394,732.98	$ 65,095.99	$ 39,473.30
04									
05	03000	Concrete	$ 450,117.68	$ 189,135.00	$ 33,055.00		$ 222,190.00	$ 227,927.68	$ 22,219.00
06									
07	04000	Masonry	$ 525,476.35	$ 88,288.77	$388,901.00		$ 477,189.77	$ 48,286.58	$ 47,718.98
08									
09	05000	Steel	$ 327,344.50	$ 51,570.00	$ 29,800.00		$ 81,370.00	$ 245,974.50	$ 8,137.00
10									
11	06000	Carpentry	$ 26,842.90	$ 3,928.48	$ -		$ 3,928.48	$ 22,914.42	$ 392.85
12									
13	26000	Thermal	$ 720,155.73	$ 206,099.90	$ 99,261.90		$ 305,361.80	$ 414,793.93	$ 30,536.18
14			$ -						
15	08000	Doors	$ 332,299.70	$ 269,737.00	$ 37,540.00		$ 307,277.00	$ 25,022.70	$ 30,727.70
16									
17	09000	Finishes	$ 556,512.78	$ 137,192.53	$ 51,978.83		$ 189,171.36	$ 367,341.42	$ 18,917.14
18									
19	09000	Division 10	$ 118,545.98	$ 49,085.42	$ 6,570.00		$ 55,655.42	$ 62,890.56	$ 5,565.54
20							$ -		$ -
21	10000	Fire Protection	$ 69,006.00	$ 48,600.00	$ -		$ 48,600.00	$ 20,406.00	$ 4,860.00
22							$ -		$ -
23	22000	Plumbing	$ 365,645.00	$ 201,026.25	$ 42,800.00		$ 243,826.25	$ 121,818.75	$ 24,382.63
24									
25	23000	HVAC	$ 922,033.00	$ 404,418.50	$ 54,360.00		$ 458,778.50	$ 463,254.50	$ 45,877.85
26									
27	26000	Electrical	$ 710,532.87	$ 505,000.00	$ 60,000.00		$ 565,000.00	$ 145,532.87	$ 56,500.00
28									
29	Alt. 1	Alternate 1	$ 1,310,006.96	$ 33,800.00	$ -		$ 33,800.00	$ 1,276,206.96	$ 3,380.00
30	NSR 1	Change Order per architect	$ 1,741.30	$ -	$ -		$ -	$ 1,741.30	$ -
31	NSR 2	Relocate panels and trims	$ 10,576.31	$ -	$ -		$ -	$ 10,576.31	$ -
32	NSR 3	Exterior wall system	$ 126,725.50	$ 26,000.00	$ -		$ 26,000.00	$ 100,725.50	$ 2,600.00
33	NSR 4	RFI 7	$ 12,122.00	$ -	$ -		$ -	$ 12,122.00	$ -
41	NSR 6	Sign Power in Apparatus	$ 599.53	$ -	$ -		$ -	$ 599.53	$ -
43	NSR 11	CB4 Deduct 15' of Footing & Wall	$ (650.00)	$ -	$ -		$ -	$ (650.00)	$ -
44	NSR 12	CB 7	$ 3,502.40	$ -	$ -		$ -	$ 3,502.40	$ -
45	NSR 13	RFI 25	$ 3,921.78	$ -	$ -		$ -	$ 3,921.78	$ -
36	NSR 14	RFI 6	$ 3,920.03	$ -	$ -		$ -	$ 3,920.03	$ -
37	NSR 16 R	CB 7 Revised	$ 3,826.20	$ -	$ -		$ -	$ 3,826.20	$ -
30	NSR 19	Locker Changes	$ (2,290.00)	$ -	$ -		$ -	$ (2,290.00)	$ -
31	NSR 20	Foundation & Unsuitable Soils	$ 2,422.44	$ 2,422.44	$ -		$ 2,422.44	$ -	$ 242.24
32	NSR 22	CB 12 Fire Dampers	$ 1,270.50	$ -	$ -		$ -	$ 1,270.50	$ -
Totals			$ 7,377,623.32	$ 2,741,520.49	$850,945.38	$ -	$ 3,592,465.87	$ 3,785,157.45	$ 359,246.59

WAIVER OF CONSTRUCTION LIEN

1. For value received, the undersigned hereby waives, to the extent described in paragraph 2, all rights to or claims for lien on the land hereafter described, for any and all work, materials, plans, or specifications made or furnished or to be made or furnished for the improvement of said land for City of Neenah owner, by Milbach Construction Services Company, contractor, said land being situated in City of Neenah, State of Wisconsin, and described as follows:

Fire Station 31 Renovation

____

____

2. This waiver applies to a lien for the following work or services: General Contractor

______x___ Furnished or to be furnished on this job at any time and in any amount. This is a waiver conditional upon payment in the amount of: $ 765,850.84

______x___ Furnished between the dates of March 26 and April 27, 2026.

3. The undersigned does further affirm that materials furnished by the undersigned to the above described premises are:

________ Fully paid for (taken from open stock), or

________ Were supplied to the undersigned for the above described premises by: ____________________

4. The undersigned does further affirm that subcontractors that have furnished labor and or services and supplies have been:

________ Fully paid for and attached are lien waiver from said subcontractors, or

________ Listed as follows: ____

5. Unless this instrument is shown in paragraph 2, above, to be a waiver in full, the right to assert construction lien rights for work done or materials furnished, if any, exclusive of the above stated period on said job is hereby expressly reserved.

By: ______________________________

Title: Jon Strick, President

Date: April 27, 2026

Signed this 27th day of April 2026

Notary: Christinna Kersten

Exp. 9-19-27