



City of Neenah
COMMON COUNCIL AGENDA
Wednesday, June 21, 2023 at 7:00pm
Neenah City Hall – 211 Walnut Street
Council Chambers

- I. Roll Call and Pledge of Allegiance
- II. Introduction and Confirmation of Mayor's Appointment(s)
 - A. None.
- III. Approval of Council Proceedings
 - A. Approval of the Council Minutes and Proceedings of June 7, 2023 regular session.
 - B. Approval of the Committee of the Whole Minutes of June 7, 2023.
 - C. **(UC)**
- IV. Public Forum
 - A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic.
- V. Mayor/Council consideration of public forum issues
- VI. Consent Agenda
 - A. Approve Temporary Class "B" (Picnic) License to St. Margaret Mary Parish for their Parish Picnic at 439 Washington Avenue to be held on August 6, 2023. (PSSC)
 - B. Approve Temporary Class "B" (Picnic) License to Fox Valley Area Labor Council 157 S Green Bay Road for Labor Fest 2023 to be held on September 5, 2023. (PSSC)
 - C. Approve Temporary Class "B" (Picnic) License to Laura Nelson, Firelite, Inc., 1171 Gillingham Road for the 25 Year Customer Appreciation Celebration to be held on July 8, 2023, from 11 AM to 6 PM. (PSSC)
 - D. **(UC)**
- VII. Reports of standing committees
 - A. Regular Public Services and Safety Committee meeting of June 13, 2023: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 1. Committee recommends Council adopt Resolution 2023-12 Compliance Maintenance Annual Report (CMAR) of the city's sewer collection system submitted annually to the Department of Natural Resources. **(RollCall-Pro)**

2. Committee recommends Council approve the purchase of the Vactor2100i, 2023 Combination Sewer and Hydraulic Vac Truck from MacQueen Equipment in the amount \$509,419.00 and the purchase of a new 2-way radio and communication set for an amount not exceed \$2,500.00 with funding source being Capital Equipment Budget of \$525,000.00. **(RollCall-Pro)**
 3. Committee recommends Council approve the purchase of 648, 95-gallon carts, from Sierra Container Group in the amount of \$37,404.20 with \$17,000.00 coming from the 2023 Capital Equipment budget and the remainder of \$20,404.20 being funded with Capital Equipment Reserve funds. **(RollCall-Pro)**
 4. Committee recommends Council approve a 50/50 cost share for the amount in excess of escrow for the installation of the two-inch asphalt mat at Freedom Acres and Homes at Freedom Meadows with a 5-year installment payback option. **(RollCall-Pro)**
- B. Regular Finance and Personnel Committee meeting of June 12, 2023: (Chairperson Erickson/Vice Chairperson Skyrms) (Minutes can be found on the City web site)
1. Committee recommends Council approve the purchase of a new laminator in the amount of \$3,600 to be funded from the capital equipment reserve fund. **(RollCall-Pro)**
 2. Committee recommends Council approve Resolution No. 2023-13 to disengage with Associated Bank as voluntary deferred compensation provider for the City of Neenah. **(RollCall-Pro)**
 3. Committee recommends Council approve the new recommended job posting procedure. **(RollCall-Pro)**
 4. Committee recommends Council accept the final pay plan with the results of the associated appeals. **(RollCall-Pro)**
- VIII. Reports of special committees and liaisons and various special projects committees
- A. Regular Plan Commission meeting of June 13, 2023: (Council Rep Steiner) (Minutes can be found on the City web site)
1. Informational Only Items:
 - a) The Commission to approve the site proposed addition to the Rollmeister, Inc. building located at 2474 Schultz Dr subject to comments of the Site Plan Review Letter.
- B. Board of Public Works meeting of June 13, 2023: (Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
1. Information Only Items:
 - a) The Board approved Change Order No.2, Contract 5-23, Street, Curb & Gutter, Sidewalk and Apron Construction, in Arthur Plat, Cardinal Plat, Integrity Acres, 1st Addition to Integrity Acres, and Liberty Acres, to MCC, Inc., Appleton, for sidewalk installation at

Freedom Acres and Homes at Freedom Meadows in the amount not to exceed \$183,440.00.

- b) The Board approved Change Order No.1, Contract 6-23, Columbian Avenue, Sanitary & Storm Sewer, Water Main and Street Construction to Donald Hietpas & Sons Inc., in an amount not to exceed \$50,067.00 for Sanitary Sewer Relay on Beaulieu Road.
- c) The Board approved Pay Request No.2, Contract 6-23, Columbian Avenue, Sanitary & Storm Sewer, Water Main and Street Construction to Donald Hietpas & Sons, Inc., Little Chute, in an amount of \$139,027.13.
- d) The Board approved Pay Request No.2, Contract 1-23, Sanitary Sewer, Water Main and Street Construction, on Burr Avenue, Chestnut Street, Dieckhoff Street and Laudan Boulevard to Don E. Parker Inc., in an amount of \$706,857.59.
- e) The Board approved Pay Request No.2, Contract 5-23, Street Construction at Arthur Plat, Cardinal Plat, Integrity Acres, 1st Addition to Integrity Acres and Liberty Heights Subdivision to MCC Inc., in the amount of \$867,850.58.

2. Council Action Items:

- a) The Board recommends Council Award Contract 11-23, Street Construction on Brookwood Drive, Fairwood Drive and Hunt Avenue to Northeast Asphalt, in the amount of \$486,851.00.

(RollCall-Pro)

- C. Reports on neighborhood groups.
 - 1. Business Improvement District Board (BID Board) – Alderperson Skyrms
 - D. Library Board
 - 1. Report from the Library Board – Alderperson Erickson
 - E. Neenah Arts Council
 - 1. Report from the Neenah Arts Council – Alderperson Erickson
 - F. Landmarks Commission
 - 1. Report from the Landmarks Commission – Alderperson Steiner
- IX. Presentation of petitions
- A. Any other petition received by the City Clerk's Office after distribution of the agenda.
- X. Council Directives
- A. CD No. 2023-02 to recommend 2017 Wisconsin Act 243 and City of Neenah Ordinance 26-27(7) be reviewed by the Community Development Director Haese and City Attorney Rashid for their recommendation on the appropriate action, if any, by the end of next month.

XI. Unfinished Business

XII. New Business

- A. Arrowhead Park Development Status Report. (Ald. Hillstrom)
- B. Schedule Annual Council Photo.
- C. Any announcements/questions that may legally come before the Council.

XIII. Closed Session

- A. The Council may convene into closed session pursuant to Wis. Stats §19.85 (1)(g) to confer with legal counsel (City Attorney) for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved concerning public safety for city buildings.
- B. The Council may remain in closed session pursuant to Wis. Stats §19.85 (1)(g) to confer with legal counsel (City Attorney) with respect to litigation in which the City is involved, including possible settlement discussion and authorization concerning Florek v. City of Neenah federal lawsuit.
- C. May reconvene into open session pursuant to Wis. Stats. § 19.85(2) to consider or act on closed session recommendation(s).

XIV. 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 Clerk's Office (920) 886-6100 or the **City's ADA Coordinator at (920) 886-6106 or e-mail attorney@ci.Neenah.wi.us** at least 48 hours prior to the scheduled meeting or event to request an accommodation.

Common Council Minutes
Wednesday, June 7, 2023 at 7:00 PM

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 PM, June 7, 2023, in the Council Chambers of Neenah City Hall.

Mayor Lang is the chair.

Present: Alderpersons Boyette, Erickson, Hillstrom, Lendrum, Steiner, Stevenson, Skyrms, and Weber. Council President Borchardt was excused. Staff present Director of Finance Rasmussen, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, City Attorney Rashid, and City Clerk Nagel.

Also Present: Police Chief Olson and Fire Chief Kloehn.

Mayor Lang called the meeting to order at 7:05 p.m.

- I. The Mayor/Alderpersons recorded their attendance on the RollCall-Pro System as the Clerk called the roll. Alderperson Stevenson led the Pledge of Allegiance.
- II. Introduction and Confirmation of Mayor's Appointment(s)
 - A. Reappoint Bob Karmann to the Police Commission for a five-year term to expire May 2028.
 - B. Reappoint Grant Birch, Michelle Bauer, and Tom Martin to the Community Development Authority for a four-year term to expire April 2027.
 - C. **(UC)**
 - D. Swearing in
There being no objections, the Mayoral appointments were ordered approved by unanimous consent.
- III. Approval of Council Proceedings
 - A. Approval of the Amended Council Proceedings of May 17, 2023 regular session.
 - B. Approval of May 30, 2023 Committee of Whole 2023-2027 Capital Improvement Plan Meeting.
There being no objections, the Amended Council Proceedings of May 17, 2023 and the May 30, 2023 Committee of the Whole 2023-2027 Capital Improvement Plan minutes were ordered approved as written by unanimous consent.
- IV. Public Input Session
 - A. Discussion and consideration of public input and other matters relating to the 2023-2027 Capital Improvement Program including potential amendments.

At 7:06 PM Mayor Lang opened the public input session. After several calls for comments, there were no appearances. Mayor Lang closed the public input session at 7:07 PM.
- V. Committee of the Whole Report pertaining to the public input session.
 - A. Committee of the Whole meeting of May 30, 2023: (Council President Borchardt) (Minutes can be found on the City web site)

Mayor Lang explained that Council President Borchardt is not in attendance of tonight's meeting because he is volunteering for the Honor Flight this evening. Therefore, Finance and Personnel Chairman, Alderman Erickson, will be presenting the Committee of the Whole Report.

- A. The Committee made no recommendations to Council regarding the 2023-2027 Capital Improvements Program with potential amendments as discussed.

Alderman Erickson noted two police amendment due to discrepancies that were changed as a result of the Committee of the Whole meeting which are the following:

1. For Capital Equipment in 2024, Flocks Security Cameras should be \$21,000 versus \$2,100, page 107.
2. For Capital Equipment in 2027, Vehicle Purchases should be \$120,000 versus \$100,000, page 116.

- B. Possible motion to approve the 2023-2027 Capital Improvements Program with potential amendments as discussed. **(RollCall-Pro)**
MSRCP Lendrum/Weber to approve the 2023-2027 Capital Improvements Program with the amendments listed above, all voting aye.

Alderman S kyrms realizes the CIP is a formidable task and therefore thanked Director Rasmussen, Deputy Director Kahl, Police Chief Olson, Fire Chief Kloehn, and all the department heads who worked on the project. He also clarified for the public that the CIP is a planning tool to look at potential future capital expenses. Looking past next year, Alderman S kyrms is encouraging department heads to look at potential modifications within the CIP because borrowing cannot be as high as it is projected.

Alderman Stevenson asked for clarification on the Fire Department's request for Station 31 reassessment study which shows \$1,500 for the reassessment. What does the \$1,500 get the city?

Fire Chief Kloehn advised it has been three years since Station 31 was assessed by Five Bugles and the department wanted to make sure we were still on the right path. Keller Structures offered to reassess the Station 31 for \$1,500 so there is an updated assessment. The report is expected to be received in June.

Alderman Stevenson concurs with Alderman S kyrms. The challenging year is 2025 when many projects will peak at the same time; parks and recreation projects, the parking ramp, Arrowhead Park, Station 31. There is more work to come as the 2025 approaches but more importantly is the exposure to the debt capacity. Congratulations on nice document.

VI. Public Forum

- A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic.
Mayor Lang opened the Public Forum at 7:07 PM.

Judd Stevenson, 632 Reed Street – Mr. Stevenson spoke on Council Directive to review of 2017 Wisconsin Act 243 and City of Neenah Ordinance 26-27(7) regarding rezoning protest petitions. Mr. Stevenson would like to know what the review process is going to be and if public input going to be allowed. Is the public going to be given the opportunity to provide alternative recommendations for this ordinance change. What is the process for this review and ordinance change.

Alex Collins, 331 W. Wisconsin Avenue – Mr. Collins believes this sounds like the agenda item that was removed from the Plan Commission agenda a few months ago. Mr. Collins, when inquiring on the repeal, was told that repeal is not the only option for the ordinance amendment; cleaning up the language would and should be looked at as well. The language could be simplified because the residents around the Shattuck Middle School rezoning were left guessing what the current requirements are. Mr. Collins recommends making the language clearer, make it administratively intuitive, and add a section that the petitioner must be notified as to why the petition is rejected if it is rejected. These recommendations would stop the situation from escalating and would leave the city with happy constituents.

With that said, Mr. Collins strongly encourages not to repeal the ordinance all together for the following reasons:

- One of the few times the protest petition was invoked, an undesired plan was stopped. The school district is in negotiations with another developer on a much better proposal.
- Justification for retaining the ordinance is because it is rarely invoked.
- By requiring three-quarters of the vote of the council merely forces a broader consensus for a decision of great importance. This is not the only ordinance that requires a three-quarters vote of council to pass.
- Mr. Collins is of the opinion that all rezonings should require a three-quarters vote and sends the message that Neenah takes rezoning very seriously.

Mr. Collins' believes that if the directive is approved the directive should explicitly look at all rezonings requires a three-quarters vote for approval.

Seeing no additional appearances, Mayor Lang closed the public forum at 7:21 PM.

VII. Mayor/Council consideration of public forum issues.

- A. Alderman Steiner asked for clarification on the process in which the directive will take.

Director Haese cannot advise on the potential conversation that will take place staff level. Staff will defiantly research how other communities handle rezone protest petitions, and the reasoning behind the inclusion in the statutes. The process is, once there is a recommendation from staff, the recommendation will be forwarded to the

Plan Commission for their recommendation to Council. Due to the fact this is a zoning code amendment, there is public notice required for a both an informal hearing in front of the Plan Commission and a formal public hearing in front of the Council. The Council has final adoption authority. There are at least two different and separate opportunities for public input on the recommendation. The public notice requires publication and posting, as well as the agenda notice as well.

- B. Alderman Stevenson questioned the language of the directive on the agenda which is not exactly how Alderman Skyrms had worded the directive at the last meeting. Mayor Lang advised the exact motion is on the last page of the council packet as well as in the minutes.

There were questions as to what was amended just prior to the tonight's meeting. Clerk Nagel advised amendments were made to the May 17, 2023 meeting minutes only, the meeting agenda itself was not amended. The minutes were amended in order to be approved at tonight's meeting.

Alderman Stevenson questioned the time sensitivity in the motion by Alderman Skyrms at the May 17th meeting. The minutes from the May 17th meeting was displayed on the screen. The motion from Alderman Skyrms to be voted on at tonight's meeting read as follows (in bold print):

Motion by Skyrms, seconded by Steiner to recommend 2017 Wisconsin Act 243 and City of Neenah Ordinance 26-27(7) be reviewed by the Community Development Director Haese and City Attorney Rashid for their recommendation on the appropriate action, if any, by the end of next month.

Alderman Stevenson noted that the motion that is to be voted on at this meeting is not what is on the agenda.

- C. Alderman Steiner clarified the timing of the directive as being an evaluation to be completed and a staff recommendation by the end of next month which would be by the end of June because the motion came in May. Therefore, just a recommendation, if any, were to come by the end of June.
- D. Alderman Lendrum reminded everyone that anyone, any resident, any staff, any council member, can make an appointment with the Mayor, the City Attorney, the Directors, and any Aldermen at any time to discuss an issue in order to be heard. No one has to wait for a public hearing.

Seeing no additional comments, Mayor Lang requested a motion to move Item IX. Reports of standing committees ahead of Item VIII Consent Agenda.

Motion by Lendrum, seconded by Skyrms to move Item IX ahead of Item VIII, all voting aye.

- IX. Reports of standing committees

A. Regular Public Services and Safety Committee meeting of May 30, 2023: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)

1. Committee recommends Council approve Special Event Ordinance 2023-09 and Proposed Special Event Temporary Outdoor Refreshment Area (TDORA) Ordinance 2023-08. **(RollCall-Pro)**
MSRCP Lendrum/Weber to approve as recommended by committee, all voting aye.

Discussion: Alderman Boyette heard that TDORA map was crafted by the way of the BID map. Does that mean the entire BID is open to open intoxicants?

Attorney Rashid clarified the TDORA map area is defined both in written language as well as visually as Exhibit 1 to the ordinance. If the TDORA is applied for and approved along with a special event permit, the area depicted in Exhibit 1 is the area where open intoxicants can be carried and consumed within a special event. The TDORA is tied to a specific event footprint.

Alderman Boyette has a problem with the TDORA because there is such an issue in the city with allowing the sale of alcohol and gasoline but there isn't an issue with people walking around with open intoxicants even if it is only for a two-hour event. Council needs to be more diligent when presenting what is expected from public when it comes to alcohol. The TDORA is sending mixed messages in what exactly Neenah wants.

Alderman Steiner is excited to test out the TDORA. Nationwide, there are several communities who host events such as Future Neenah Inc. that have similar type of set up as the TDORA where there aren't any issues. The TDORA is structured on a limited basis and gives an opportunity to try it, assess it, and see if it works especially since there are communities around us who are hosting these types of events.

Alderman Skyrms would not try the TDORA if it was a whenever, wherever, all the time occurrence. However, the structure is limited and tied to a special event with a defined perimeter which makes it palatable. The police department is also in support of the TDORA which should make the enforcement burden easier.

Alderman Lendrum reminded everyone that the Summer Kick-Off concert is a very highly controlled event. There are distinctive QR stickers on the cups linking the rules and the map via cellphone, and the perimeter is visually defined.

2. Committee recommends Council approve the 2023-2024 liquor license renewal applications. **(RollCall-Pro)**

MSRCP Lendrum/Hillstrom to approve as recommended by committee, all voting aye.

- B. Regular Finance and Personnel Committee meeting of May 29, 2023: (Chairperson Erickson/Vice Chairperson Skyrms) (Minutes can be found on the City web site)
 - 1. No report, meeting cancelled.

- VIII. Consent Agenda
 - A. Approve Street Use Permit for the Summer Kick Off Concert, sponsored by Future Neenah, 135 W Wisconsin Avenue, to be held on June 14, 2023, from 6:00 PM to 8:00 PM. (PSSC)
 - B. Approve Street Use Permit for the St. Gabriel Eucharistic Procession, sponsored by St. Gabriel Catholic Church, 900 Geiger Street, to be held on June 11, 2023, from 11:00 AM to 11:30 AM. (PSSC)
 - C. Approve Street Use Permit for Community Fest sponsored by City of Neenah Parks & Recreation, 211 Walnut Street, Neenah to be held on July 3, 2023, from 7:00 AM to 10:00 PM and July 4, 2023, from 7:00 AM to 10:30 PM (PSSC)
 - D. Approve Street Use Permit for Boogie Downtown Concert, sponsored by Future Neenah, 135 W Wisconsin Avenue, to be held on August 23, 2023, from 6:00 PM to 9:00 PM. (PSSC)
 - E. **(UC)**
There being no objections, the Consent Agenda is approved as written by unanimous consent.

- X. Reports of special committees and liaisons and various special projects committees
 - A. Regular Plan Commission meeting of May 30, 2023: (Council Rep Steiner) (Minutes can be found on the City web site)
 - 1. No report, meeting cancelled.
 - B. Board of Public Works meeting of May 30, 2023: (Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 - 1. Information Only Items:
 - a. The Board approved Change Order No. 1, Contract 5-23, for street, curb and gutter, sidewalk and apron construction for mill butt joints and 2-inch overlay repair on Oakridge Road from Tullar Road to where the concrete starts to the east of Tullar Road intersection to MCC, Inc. Appleton, WI, in the amount of \$29,250.00.
 - b. The Board approved Pay Request No. 4, Contract 11A-22, Water Service Replacement Reddin Avenue & Zemlock Avenue, Donald Hietpas & Sons Inc., Little Chute, in the amount of \$49,871.83.
 - c. The Board declined the Police Department Training Center Project Change Order request to provide water to neighboring Community Gardens and directed staff to work with the organization on water source options.
 - 2. Council Action Items:
 - a. None.
 - C. Community Development Authority

1. Report from the CDA – Director Haese
 - a. No report.
 - D. Sustainable Neenah Committee
 1. Report from the Sustainable Neenah Committee – Alderperson Lendrum
 - a. Reporting from the May 24, 2023 meeting.
 - b. Farmer’s Market starts downtown on June 17th, there will be a presentation on pollinators.
 - c. Rain barrel presentation information is forthcoming.
 - E. Bergstrom Mahler Museum
 1. Report from the Bergstrom Mahler Museum – Alderperson Borchardt
 - a. No report, Alderman Borchardt is excused.
 - F. Parks & Recreation Commission
 1. Report from the Park Commission – Alderperson Weber
 - a. Reporting from the May 18, 2023 meeting.
 - b. Graef Engineering presented a concept plan for potential development of the Carpenter Preserve. There will be future public input sessions to take place.
 - c. Chapel remodel is ongoing and likely to be completed in July. The storage facility is currently being built.
 - d. The Veterans Group will develop a Memorandum of Understanding to present to the city exploring a potential memorial site at Shattuck Park. More to come on this topic.
 - e. Commission By-Laws were discussed. Recommended amendments will be reviewed by the City Attorney and brought back to the Commission for a vote.
 - f. Commission accepted the Memorandum of Understanding with the Department of Natural Resources to utilize the Whiting Boathouse for boat storage.
- XI. Presentation of petitions
- A. Any other petition received by the City Clerk’s Office after distribution of the agenda.
 1. No petitions received.
- XII. Council Directives
- A. Alderman S kyrms 2017 Wisconsin Act 243 and City of Neenah Ordinance 26-27(7) regarding rezoning protest petitions. **(RollCall-Pro)**

At the May 17, 2023 Meeting, motion by S kyrms, seconded by Steiner to recommend 2017 Wisconsin Act 243 and City of Neenah Ordinance 26-27(7) be reviewed by the Community Development Director Haese and City Attorney Rashid for their recommendation on the appropriate action, if any, by the end of next month.

Alderman Stevenson asked the City Attorney if given the motion from the May 17, 2023 meeting and the language on the agenda, has the motion which is to be voted

upon been duly noticed? Attorney Rashid affirmed that the motion has been duly noticed.

Alderman Stevenson asked Alderman S kyrms of the timeliness of the directive. If the Directive would pass and the recommendation would be to modify the ordinance, there is a public hearing process that needs to be completed. What is to occur by the end of June, the recommendation or the entire amendment process. Alderman S kyrms affirmed that just the recommendation would come before the end of June. The recommendation would come before public input. Director Haese confirmed that a recommendation typically comes before public input for the public to comment on. Alderman Stevenson noted that this is a Council Directive, the recommendation cannot go directly to Plan Commission. The Council would then have to take action to refer to a committee which would be the Plan Commission. City Attorney Rashid referred everyone to the Council Directive process on page 58 of the Directory and Rules of Order of the Common Council. City Attorney Rashid affirmed the process is that the Council Directive is for a recommendation to come back to Council for their consideration. If so ordered, any amendments would follow the typical ordinance amendment process.

There was much discussion on the timeliness of the recommendation to come back to Council by the end of June and if it was necessary to have a timeline. The concern was with staff's workload; is there enough time to appropriately review, assess, and make a recommendation. Director Haese affirmed that staff would have a recommendation by the end of June as most of the background work was completed prior to the removal of the amendment from the Plan Commission agenda in March.

There was discussion on current rezoning applications. Director Haese and Mayor Lang confirmed that currently there are no rezoning request applications received by the city.

Attorney Rashid advised that if Alderman S kyrms, or any other alderman, can make a friendly amendment to change the timeline. Alderman S kyrms stated her thought a Council Directive is to have a timeline, therefore, he assumed that by the end of June was sufficient time for staff to make a recommendation, if any. If the timeline is a difficult for staff to meet then he would change the timeline, otherwise Alderman S kyrms would like to keep the timeline as is.

City Attorney Rashid reaffirmed his prior ruling that the Council is bound by the motion as stated in the minutes. If the Council feels there is an error with the motion as stated in the minutes the minutes should be amended. Alderman S kyrms can amend the original motion to clarify or change the language, "by the end of next month".

Alderman Boyette asked that the comments made during the tonight's public forum be considered as staff is forming the recommendation.

Alderman Steiner confirmed the process off the directive should it pass:

- The recommendation, if any, is expected to come to Council by the end of June.
- Council act on said recommendation, if any, to accept and refer to Plan Commission or deny the recommendation or parts of it or the entire recommendation.
- There would be an informal public hearing at Plan Commission.
- Plan Commission would make a recommendation to Council.
- There would be a formal public hearing at Council.
- Council would act on Plan Commission recommendation.

Alderman Stevenson inquired on the notification process of a zoning code amendment. Director Haese advised the notice requirement is a class 2 publication; meaning two insertions in two consecutive weeks with the last insertion one week prior to the formal public hearing at Council.

Motion restated: Motion by Skyrms, seconded by Steiner to recommend 2017 Wisconsin Act 243 and City of Neenah Ordinance 26-27(7) be reviewed by the Community Development Director Haese and City Attorney Rashid for their recommendation on the appropriate action, if any, by the end of next month. Motion passes in a roll call vote 6-2, with Stevenson and Boyette dissenting.

XIII. Unfinished Business – None.

XIV. New Business


A. Any announcements/questions that may legally come before the Council.
None.

1. Alderman Erickson requests to have a security drill during a Council meeting since there are several new Council members and new Directors.

XV. Adjournment

Motion by Steiner/Weber to adjourn, all voting aye. Meeting adjourned at 8:03 PM.

Respectfully submitted,



Charlotte Nagel, City Clerk

Common Council Proceedings
Wednesday, June 7, 2023 at 7:00 PM

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 PM, June 7, 2023, in the Council Chambers of Neenah City Hall.

Mayor Lang is the chair.

Present: Alderpersons Boyette, Erickson, Hillstrom, Lendrum, Steiner, Stevenson, Skyrms, and Weber. Council President Borchardt was excused. Staff present Director of Finance Rasmussen, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, City Attorney Rashid, and City Clerk Nagel.

Also Present: Police Chief Olson and Fire Chief Kloehn.

Mayor Lang called the meeting to order at 7:05 p.m.

- I. The Mayor/Alderpersons recorded their attendance on the RollCall-Pro System as the Clerk called the roll. Alderperson Stevenson led the Pledge of Allegiance.
- II. Introduction and Confirmation of Mayor's Appointment(s)
 - A. Reappoint Bob Karmann to the Police Commission for a five-year term to expire May 2028.
 - B. Reappoint Grant Birch, Michelle Bauer, and Tom Martin to the Community Development Authority for a four-year term to expire April 2027.
 - C. **(UC)**
 - D. Swearing in
There being no objections, the Mayoral appointments were ordered approved by unanimous consent.
- III. Approval of Council Proceedings
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 - B. Approval of May 30, 2023 Committee of Whole 2023-2027 Capital Improvement Plan Meeting.
There being no objections, the Amended Council Proceedings of May 17, 2023 and the May 30, 2023 Committee of the Whole 2023-2027 Capital Improvement Plan minutes were ordered approved as written by unanimous consent.
- IV. Public Input Session
 - A. Discussion and consideration of public input and other matters relating to the 2023-2027 Capital Improvement Program including potential amendments.

At 7:06 PM Mayor Lang opened the public input session. After several calls for comments, there were no appearances. Mayor Lang closed the public input session at 7:07 PM.
- V. Committee of the Whole Report pertaining to the public input session.
 - A. Possible motion to approve the 2023-2027 Capital Improvements Program with potential amendments as discussed. **(RollCall-Pro)**

MSRCP Lendrum/Weber to approve the 2023-2027 Capital Improvements Program with the amendments listed above, all voting aye.

Motion by Lendrum, seconded by Skyrms to move Item IX ahead of Item VIII, all voting aye.

IX. Reports of standing committees

- A. Regular Public Services and Safety Committee meeting of May 30, 2023: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 - 1. Committee recommends Council approve Special Event Ordinance 2023-09 and Proposed Special Event Temporary Outdoor Refreshment Area (TDORA) Ordinance 2023-08. **(RollCall-Pro)**
MSRCP Lendrum/Weber to approve as recommended by committee, all voting aye.
 - 2. Committee recommends Council approve the 2023-2024 liquor license renewal applications. **(RollCall-Pro)**
MSRCP Lendrum/Hillstrom to approve as recommended by committee, all voting aye.

VI. Consent Agenda

- A. Approve Street Use Permit for the Summer Kick Off Concert, sponsored by Future Neenah, 135 W Wisconsin Avenue, to be held on June 14, 2023, from 6:00 PM to 8:00 PM. (PSSC)
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- D. Approve Street Use Permit for Boogie Downtown Concert, sponsored by Future Neenah, 135 W Wisconsin Avenue, to be held on August 23, 2023, from 6:00 PM to 9:00 PM. (PSSC)
- E. **(UC)**
There being no objections, the Consent Agenda is approved as written by unanimous consent.

X. Reports of special committees and liaisons and various special projects committees

- A. Regular Plan Commission meeting of May 30, 2023: (Council Rep Steiner) (Minutes can be found on the City web site)
 - 1. No report, meeting cancelled.

XI. Council Directives

- A. Alderman Skyrms 2017 Wisconsin Act 243 and City of Neenah Ordinance 26-27(7) regarding rezoning protest petitions. **(RollCall-Pro)**

Motion by Skyrms, seconded by Steiner to recommend 2017 Wisconsin Act 243 and City of Neenah Ordinance 26-27(7) be reviewed by the Community Development Director Haese and City Attorney Rashid for their recommendation on the appropriate action, if any, by the end of next month. Motion passes in a roll call vote 6-2, with Stevenson and Boyette dissenting.

XII. Adjournment

Motion by Steiner/Weber to adjourn, all voting aye. Meeting adjourned at 8:03 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Charlotte K. Nagel".

Charlotte Nagel, City Clerk

Committee of the Whole Minutes
Wednesday, June 7, 2023 - 6:00 p.m.
Council Chambers

Purpose: Culture Initiative Presentation

Present: Alderpersons Hillstrom, Lendrum, Erickson, Weber, Skryms, Stevenson, and Mayor Lang. Alderperson Boyette arrived at 6:18 p.m. Alderperson Steiner arrived 6:30 p.m. Council President Borchardt was excused.

Also Present: City Clerk Nagel, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, Water Utility Director Mach, Director of Human Resources & Safety Fairchild, Police Chief Olson, Assistant Police Chief Bernice, and members of the Culture Team including Parks & Recreation Supervisor Schott, Human Resource Recruiter/Coordinator Maschke, Finance Office Assistant Raddatz, and Records Clerk/Court Coordinator Pointer.

Mayor Lang called the meeting to order at 6:00 p.m.

As part of the citywide Culture Initiative, the Culture Team presented the mission statement and values crafted over the past several months. The team provided insight into the process used by asking the council to partake in a small exercise. The council participated in this exercise and offered feedback to the team. No formal action took place at this meeting.

Adjournment

By unanimous consent the meeting was adjourned at 6:52 p.m.

Respectfully submitted,



Charlotte K. Nagel, WCMC

**CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, June 13, 2023, 6:30 PM**

Present: Alderpersons Borchardt, Hillstrom, Lendrum, and Stevenson

Excused: Alderperson Weber

Also Present: Mayor Lang, Public Works Director Kaiser, Public Works Superintendent Radtke, City Clerk Nagel, and Public Works Office Manager Mroczkowski

Public Appearances:

NONE

Approval of Minutes of the Meeting of May 30, 2023

Public Works Office Manager noted two corrections were made to the minutes, the time of the meeting and the adjournment motion.

Motion/Second/Carried by Hillstrom/Borchardt to approve the minutes of the Meeting of May 30, 2023. All voting aye.

Resolution 2023-12-Compliance Maintenance Annual Report for Sanitary Sewer (CMAR)

Director Kaiser stated that the CMAR is for fiscal year 2022. He stated that this report is submitted annually and is required by the WiDNR. He stated that the CMAR reports financial, operations, polices and maintenance operations of the city's sewer collection system. Director Kaiser stated that the report is given a grade each year and this year the city received an "A".

Alderperson Borchardt asked if there are audits done on the data that is included in the CMAR. Director Kaiser stated that he is not aware of any that have been done. Committee discussed the benefits that more aggressive sewer main and lateral replacements have provided to the collection system.

Report

Motion/Second/Carried by Stevenson/Borchardt to recommend Council adopt Resolution 2023-12-Compliance Maintenance Annual Report (CMAR). All voting aye.

Fleet #40-2023 Combination Sewer and Hydraulic-Vac Truck

Public Works Superintendent Radtke stated that he received 4 quotes for a Combination Sewer and Hydraulic Vac Truck. He stated that the Vac-Con Titan demo truck came in with the low bid, however, he is recommending the Vactor2100i because

of its features and capabilities. He stated that the Vactor 2100i is more efficient and will save staff time because of the rapid deploy boom and larger diameter jetting hose. He also noted that the mechanics prefer the single piston pump.

Report

Following Discussion: Motion/Second/Carried by Hillstrom/Stevenson to recommend Council approve the purchase of the Vactor2100i, 2023 Combination Sewer and Hydraulic Vac Truck from MacQueen Equipment in the amount \$509,419.00 and the purchase of a new 2-way radio and communication set for an amount not exceed \$2,500.00 with funding source being Capital Equipment Budget of \$525,000.00. All voting aye.

Request to Purchase Refuse and Recycling Carts

Public Works Superintendent Radtke stated that the 224 95-gallon carts that were ordered in April 2022 are gone. He stated that there have been 28 cracked carts replaced this year. He also stated that there were 36 new homes in 2022 and 31 so far this year.

Public Works Superintendent Radtke stated that our current carrier, Rehrig, has increased the minimum cart order to 180. He stated that he looked into other carriers and found Sierra Container Group. He stated that their carts are very similar to Rehrig's and the parts, such as wheels, are interchangeable to our current carts.

Public Works Superintendent Radtke stated that with the price adjustment, Director Kaiser asked him to look at the cost for a full truckload of carts because of the housing growth to the west of the city and the number of cart swap outs. He stated that it makes sense to consider purchasing a full truck load, so we are not in the same position next year. Public Works Superintendent stated that the cost for a full truck load through Sierra Group is \$37,404.20 with a minimum order of 648 carts.

Aldersperson Lendrum asked why the carts are cracking. Public Works Superintendent Radtke stated that the manufacturer is not sure why. He stated that it could be that the gripper arms calibration may be squeezing too tight and needs to be recalibrated.

Report

Following Discussion: Motion/Second/Carried by Borchardt/Hillstrom to recommend Council approve the purchase of 648, 95-gallon carts, from Sierra Container Group in the amount of \$37,404.20 with \$17,000.00 coming from the 2023 Capital Equipment bud and the remainder of \$20,404.20 being funded with Capital Equipment Reserve funds. All voting aye.

Freedom Acres and Homes at Freedom Meadows 2" Asphalt Mat Overlay-Follow-Up

Director Kaiser stated that at the last meeting the Committee asked him to look into whether or not the special assessment on the two-inch mat could be eligible for the eight-year payment plan. He stated that in discussing the special assessment

ordinance with City Attorney Raschid, it appears that the ordinance language is vague enough that it could apply to this project.

Director Kaiser stated that the second item that the Committee requested information on was a cost share break down for each subdivision for the city portion and property owner's portion. Director Kaiser reviewed his memo that had the breakdown for cost sharing at 25, 50 and 75 and 100 percent.

Aldersperson Lendrum read an email from Aldersperson Weber stating that:

he is generally fine with the cost share of 50/50, since Director Kaiser stated that there were funds available. The email further stated that Aldersperson Weber believes this would set a precedent. Aldersperson Weber finished the email by stating that there needs to be changes in the approach of how escrows funds are computed so as to minimize this situation from recurring again.

Director Kaiser stated that moving forward there will be an added adjustment made to escrows to ensure there is enough funding. He also suggested that language be included in future development agreements on what is to be done if there are excess escrow funds.

The Committee further discussed if the cost share option should be considered, which cost share percentage should be used, if the payment plan should be offered to residents, and if so, how many years it should be.

Director Kaiser stated that if the committee does decide to special assess this project, it will have to go through the proper assessment notification process, including a public hearing, informational meeting, special assessment report and resolution.

Report

Following Discussion: Motion/Second/Carried by Borchardt/Hillstrom to recommend Council approve a 50/50 cost share for the amount in excess of escrow for the installation of the two-inch asphalt mat at Freedom Acres and Homes at Freedom Meadows with a 5-year installment payback option. All voting aye.

Licenses:

St. Margaret Mary Parish Temporary Class "B" (Picnic) License

C.A.

Following Discussion: Motion/Second/Carried by Stevenson/Hillstrom to recommend Council approve the Temporary Class "B" (Picnic) License to St. Margaret Mary Parish for their Parish Picnic at 439 Washington Avenue to be held on August 6, 2023. All voting aye.

Fox Valley Area Labor Council Temporary Class "B" (Picnic) License.

C.A.

Following Discussion: Motion/Second/Carried by Stevenson/Borchardt to recommend Council approve the Temporary Class "B" (Picnic) License to Fox Valley Area Labor Council 157 S Green Bay Road for Labor Fest 2023 to be held on September 5, 2023. All voting aye.

Laura Nelson, Firelite, Inc., Temporary Extension of Licenses Premises

C.A.

Following Discussion: Motion/Second/Carried by Stevenson/Borchardt to recommend Council approve the Temporary Class "B" (Picnic) License to Laura Nelson, Firelite, Inc., 1171 Gillingham Road for the 25 Year Customer Appreciation Celebration to be held on July 8, 2023, from 11 AM to 6 PM. All voting aye.

Public Works General Construction and Department Activity Report

- 1) Contract 7-21 (Harrison Pond): Storm and sanitary sewer work is complete, and the pond is functioning. Rock placement for the water feature needs to be completed as does the installation of the electric service.
Aldersperson Hillstrom asked about the waterfall and if it will be working by the end of the year. Director Kaiser stated that it is not likely due to the issues of getting the electrical parts.
- 2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Sewer main and water main installation is complete. Lateral/water service pulling is about 80% complete. Storm sewer main installation is scheduled to start June 8.
- 3) Contract 2-23 (Charles, Hughes, Memorial, Patrick, Brantwood Dr/Ct Utility and Street): Brantwood Dr/Ct utilities are complete. Water main installation was completed on Charles and Memorial the week of June 5. Work will start on Hughes and Patrick the week of June 12.
- 4) Contract 3-23 (Concrete Pavement/Sidewalk Repair): The contract has been awarded to Al Dix Concrete, Inc. A letter was sent to N. Park Avenue properties that have landscaping affected by the sidewalk installation. A pre-construction meeting is scheduled for June 9.
- 5) Contract 4-23 (Asphalt Repairs): The contract was awarded to MCC, Inc. A work schedule has not been set.

- 6) Contract 5-23 (New Subdivision Street Construction):
 - a) Arthur Plat: Work is complete.
 - b) Cardinal Plat: Concrete work is complete. The binder asphalt layer has been paved. Rough backfill and terracing is scheduled for the week of June 5.
 - c) Integrity Acres: Concrete work is complete. The binder asphalt layer has been paved. Rough backfill and terracing is scheduled for the week of June 12.
 - d) Liberty Heights: Using Hedgeview Drive as a dividing line, curb/gutter and driveways have been poured on the west half of the subdivision. Curb/gutter installation on the east half of the subdivision is scheduled to start June 8. Road grading on the west half of the subdivision is also scheduled to start on June 8. A proof roll was done on the east half of the subdivision. Several soft areas were identified and are being excavated.
- 7) Contract 6-23 (Columbian Av Utility and Street Construction): Utility work is complete. Road work is tentatively scheduled to start on June 19.
 - e) Beaulieu Road sanitary sewer – The residents on Beaulieu Road have come to agreement on repaving that private road. We had previously informed them of our desire to replace the northerly section of sanitary sewer main should the road work move ahead. A change order is being processed for Contract 6-23 to replace that section of sanitary sewer main.
- 8) Contract 7-23 (High, River Utility and Street Construction): The contract was awarded to Carl Bowers & Sons Construction. A schedule has not been set.
- 9) Contract 8-23 (Tullar Garage Office Area Roof Replacement): This contract is being advertised the week of June 12 with bid opening scheduled for June 28.
- 10) Contract 9-23 (Epoxy Pavement Marking): The project was awarded to Century Fence. A work schedule has not been set. The primary work areas are the roundabouts at Breezewood / Gillingham, Bell / Harrison, Winneconne / Green Bay, Winneconne / Lake, Green Bay / Festival, and Green Bay / Fox Point along with mainline work on Bayview Road and S. Lake Street.
- 11) Contract 10-23 (Parking Lot, Temporary Asphalt Street Construction): The project has been awarded to NEA. A schedule has not been set.
- 12) Contract 11-23 (Hunt, Fairwood, Brookwood Street Construction): Bids were opened on June 7. Prices came in below budget. Bids will be reviewed at the next meeting of the Board of Public Works.
- 13) Hauser Room: Demolition is complete. The emergency egress door has been installed. Framing should be complete by June 9. Electric rough-in is scheduled for June 12 with drywalling to follow. The tentative completion date is July 7. Work on the 2nd floor conference room will follow the Hauser Room's completion.
- 14) Industrial Park Expansion: A traffic impact analysis RFP is being finalized and will be distributed the week of June 12.

- 15) E-Waste: The electronic waste event was held on May 20. The table below shows our collection history for the last 5 years.

Electronic Waste Collection History							
Weight of Material Collected							
	TVs	CPUs	Monitors	Freon	Electronics	Appliances, Small Electronics & Printers	Total
Spring 2018	10,144	1,952	588	1,923	2,893	7,418	24,918
Fall 2018	8,488	2,061	780	2,625	2,533	5,572	22,059
Spring 2019	11,068	1,398	710	2,325	3,621	7,758	26,880
Fall 2019	7,025	1,322	234	3,004	2,024	5,156	18,765
Spring 2020	12,759	3,350	1,147	2,211	4,403	8,468	32,338
Fall 2020	11,028	1,581	722	3,532	5,233	8,300	30,396
Spring 2021	7,246	1,551	543	2,432	3,485	7,060	22,317
Fall 2021	5,272	860	349	1,611	2,798	4,480	15,370
Spring 2022	6,702	943	668	2,179	4,312	5,240	20,044
Fall 2022	6,288	1,759	716	1,557	3,476	4,100	17,896
Spring 2023	5,090	1,482	598	1,666	3,687	6,360	18,883

Aldersperson Borchardt asked if there had been any communication with the property owners along S. Commercial Street regarding the driveway notice that was sent out. Director Kaiser stated that he and Brad Schmidt had received a few calls.

Aldersperson Borchardt noted that he had been receiving complaints regarding parking around the Southview Park during baseball games.

Announcements/Future Agenda Items

None

Adjournment: Motion/Second/Carried Hillstrom/Borchardt to adjourn at 7:43 PM. All voting aye.

Respectfully submitted,



Lisa Mroczkowski
 Public Works Office Manager

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10

Application Date: 5/26/2023

Town Village City of Neenah

County of Winnebago

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 8/6/23 and ending 8/6/23 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- Bona fide Club Church Lodge/Society
 Veteran's Organization Fair Association or Agricultural Society
 Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name St. Margaret Mary Parish

(b) Address 439 Washington Ave, Neenah WI 54956
(Street) Town Village City

(c) Date organized 1932

(d) If corporation, give date of incorporation 1932

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Administrator: Fr. Norito Barra, 641 Elm St. Neenah WI 54956

Vice President Trustee: Peter Duleamara, 1103 Nicolet Blvd, Neenah WI 54956

Secretary Trustee: Daniel Bornemann, 1323 Winter Wheat Dr., Neenah WI 54956

Treasurer _____

(g) Name and address of manager or person in charge of affair: Matthew Follen, 1944 Big Bend Dr. Neenah, WI 54956 - Matthew is member of Finance Council

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 439 Washington Ave, Neenah WI 54956

(b) Lot 439 Block _____

(c) Do premises occupy all or part of building? _____

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: Picnic to take place outside on playground area, weather permitting

3. Name of Event

(a) List name of the event Parish Picnic

(b) Dates of event 8/6/2023

(c) Does this event require a Special Event Permit Application? _____

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer [Signature] May 26, 2023
(Signature / Date)

St. Margaret Mary Parish
(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____

Application Date: _____

Town Village City of NEENAH

County of WINNEBAGO

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
 A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning _____ and ending _____ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- Bona fide Club Church Lodge/Society
 Veteran's Organization Fair Association or Agricultural Society
 Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name FOX VALLEY AREA LABOR COUNCIL; AFL-CIO

(b) Address P.O. Box 186 MENASHA, WI 54952
(Street) Town Village City

(c) Date organized 1988

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President MARK WESTPHAL 945 HUNT AVE NEENAH, WI 54956

Vice President Rick Vander Heuvel W4580 Glenn St Appleton, WI 54913

Secretary Cindy Carley 1102 N Superior St Appleton, WI 54911

Treasurer Jason Schmitz 19055 Spring Valley Rd Menasha WI 54952

(g) Name and address of manager or person in charge of affair:
MARK WESTPHAL 945 HUNT AVE NEENAH WI 54956

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 157 S. GREEN BAY RD. NEENAH, WI 54956

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? _____

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: PARKING LOT AND LAWN AREA; BACK HALF OF BUILDING HALL # 3 AND #4

3. Name of Event

(a) List name of the event LABOR FEST 2023

(b) Dates of event Sept. 4, 2023

(c) Does this event require a Special Event Permit Application? Yes - For Parade

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Mark Westphal 6/5/23
(Signature / Date)

FOX VALLEY AREA LABOR COUNCIL; AFL-CIO
(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____



TEMPORARY EXTENSION OF LICENSED PREMISES APPLICATION

Office of the City Clerk, 211 Walnut Street, Neenah, WI 54956

(920)886-6110

clerk@neenahwi.gov

www.ci.neenah.wi.us

For Office Use Only		Code: LL
Cost: \$10/day up to 3 days	Receipt No:	
Paid:	Date filed:	Deadline:
Map included:	25 days prior to event	

Section 1: License Information

Licensee (Name of Sole Proprietor, All Partners or Agent of Corporation or LLC): <i>Laura Nelson</i>	Contact Phone #: <i>920-810-2922</i>
Corporation or LLC Name: (if applicable) <i>Firelite, Inc.</i>	Business/Trade Name: <i>Firelite</i>
Business Address: <i>1171 Gillingham Rd.</i>	

Section 2: Event Information

Name of Event: <i>25 yr. customer appreciation celebration</i>
List Dates & Times (include a.m. or p.m.): <i>Dates MUST be consecutive. If not, separate applications must be filed. Cannot exceed (3) days.</i> <i>Sat., July 8th 11 am - 6 pm</i>

Section 3: Extension of Premise

Check all areas you wish to extend and indicate the relationship of each area to the licensed premise.
Example: Parking lot at north side of the premise. The area MUST be contiguous to the current licensed premise.

Sidewalk at the _____ of premise Parking lot at the _____ of premise.
 Street of the _____ of premise Parking lot at the _____ of premise.
 Other: *Concrete area on south side of building, plus lawn space in back.*

Check all that apply for the area(s) on the premise where the event will take place.

I own I will obtain a special event permit (see information sheet for details)
 I lease I have permission from a special event organization

Section 4: Other:

Describe proposed change(s): *Include a map on the reverse side of this application*

Map included. Same as we've done in prior years for Cornhole tournaments & 20 yr. celebration.

Section 5: Acknowledgement and Signature

APPLICANTS FILING AFTER THE DEADLINE:

I am filing this application after the filing deadline established for the date(s) of the event for which the permit is being sought, and therefore:

I affirm my understanding that any decision made by the Council is final and not subject to appeal; and
 I understand that there is a possibility that my permit may not be approved due to the untimely filing of my application.

ALL APPLICANTS:

I understand that the filing of an application does not constitute authorization to hold any event, the event for which the permit is sought cannot be held unless a valid Temporary Extension of Licensed Premise Permit has been issued, and that the permit cannot be issued unless and until the fee has been paid and the application approved.
 I understand the permit must be posted in a conspicuous place next to your retail license for the duration of the event.

Laura Nelson

Signature of Sole Proprietor, Partner or Agent



RESOLUTION NO. 2023-12

A RESOLUTION APPROVING COMPLIANCE MAINTENANCE ANNUAL REPORT FOR SANITARY SEWER

WHEREAS, the City of Neenah Common Council has reviewed the Compliance Maintenance Annual Report (CMAR) prepared for the Wisconsin Department of Natural Resources by the City's Department of Public Works staff relating to the City of Neenah's sanitary sewer conveyance system.

NOW, THEREFORE, BE IT RESOLVED the Common Council of the City of Neenah, Winnebago County this 13th day of June, 2023 that the City:

1. Accept the CMAR and place it on file;
2. Agree to continued monitoring and investigation of inflow and infiltration (I&I) in the City's sanitary sewer conveyance system; and,
3. Complete the sanitary sewer usage rate study.

Adopted, approved and recorded this 13th day of June, 2023.

Recommended by: Public Services and Safety Committee

CITY OF NEENAH, WISCONSIN

Moved: _____

Jane Lang, Mayor

Passed: _____

Char Nagel, City Clerk

Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:
6/8/2023 2022

Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 150px;" type="text" value="Andrew Kahl"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="920-886-6148"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="akahl@neenahwi.gov"/></p>													
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p>● Yes (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ No (40 points)</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: <input style="width: 100px;" type="text" value="2022"/></p> <p>● 0-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CWFPP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p>● Yes (0 points)</p> <p>○ No (40 points)</p>	0												
<p>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</p>													
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: <input style="width: 100px;" type="text" value="2022"/></p> <p>● 1-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A</p> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>													
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 35%; text-align: right;"><input style="width: 150px;" type="text" value="1,164,414.00"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="0.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="1,164,414.00"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="0.00"/></td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR	\$	<input style="width: 150px;" type="text" value="1,164,414.00"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	<input style="width: 150px;" type="text" value="0.00"/>	3.2.3 Adjusted January 1st Beginning Balance	\$	<input style="width: 150px;" type="text" value="1,164,414.00"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	<input style="width: 150px;" type="text" value="0.00"/>	
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3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	<input style="width: 150px;" type="text" value="0.00"/>											
3.2.3 Adjusted January 1st Beginning Balance	\$	<input style="width: 150px;" type="text" value="1,164,414.00"/>											
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	<input style="width: 150px;" type="text" value="0.00"/>											

Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:
6/8/2023 2022

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

\$ 0.00

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

\$ 1,164,414.00

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

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

3.3 What amount should be in your Replacement Fund?

\$ 813,989.00

0

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

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

Yes

No

If No, please explain.

4. Future Planning

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

Yes - If Yes, please provide major project information, if not already listed below.

No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Replace sanitary sewer mains, manholes and laterals.	\$1,922,400	2023
2	Replace sewer mains, manholes and laterals prior to street replacement.	\$1,560,000	2024
3	Replace sanitary mains, manholes and laterals prior to street projects.	\$2,386,000	2025
4	Replace sanitary sewer mains, manholes and laterals prior to street construction.	\$2,170,000	2026

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

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

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:
6/8/2023 2022

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	13,415	140
February	13,681	120
March	18,855	94
April	26,061	38
May	20,907	7
June	18,349	4
July	12,461	4
August	13,015	5
September	15,499	5
October	11,470	24
November	18,560	85
December	23,061	126
Total	205,334	652
Average	17,111	54

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

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

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

6.2.2 Comments:

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

No

Yes

Year:

By Whom:

Describe and Comment:

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Neenah Sewage Collection System

Last Updated: Reporting For:
6/8/2023 2022

6.4 Future Energy Related Equipment

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

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

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Neenah Sewage Collection System

Last Updated: Reporting For:
6/8/2023 2022

Sanitary Sewer Collection Systems

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

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

- Yes
- No

If No, explain:

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

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

If No or N/A, explain:

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

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

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

the goals of the collection system was to provide uninterrupted service to customers without backups; replace old sanitary sewer mains and laterals on streets to be reconstructed; and to identify sources of infiltration.

Did you accomplish them?

- Yes
- No

If No, explain:

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

Does this chapter of your CMOM include:

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

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

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

Chapters 26 & 28 Neenah Munic. Code

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2006-05-03

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

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection
- Sewage flows satellite system and large private users are monitored and controlled, as necessary
- Fat, oil and grease control
- Enforcement procedures for sewer use non-compliance

- Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- Equipment and replacement part inventories
- Up-to-date sewer system map

Compliance Maintenance Annual Report

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Last Updated: Reporting For:
6/8/2023 2022

- A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
 - A description of routine operation and maintenance activities (see question 2 below)
 - Capacity assessment program
 - Basement back assessment and correction
 - Regular O&M training
 - Design and Performance Provisions [NR 210.23 (4) (e)]
- What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?
- State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
 - Construction, Inspection, and Testing
 - Others:

Standard Specifications for Sewer & Water Construction in Wisconsin

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

0

2. Operation and Maintenance

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

Cleaning	60	% of system/year
Root removal	1	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	2	% of system/year
Manhole inspections	30	% of system/year
Lift station O&M	60	# per L.S./year
Manhole rehabilitation	1	% of manholes rehabbed
Mainline rehabilitation	1	% of sewer lines rehabbed
Private sewer inspections	1	% of system/year

Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:
6/8/2023 **2022**

Private sewer I/I removal % of private services

River or water crossings % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

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

Total actual amount of precipitation last year in inches

Annual average precipitation (for your location)

Miles of sanitary sewer

Number of lift stations

Number of lift station failures

Number of sewer pipe failures

Number of basement backup occurrences

Number of complaints

Average daily flow in MGD (if available)

Peak monthly flow in MGD (if available)

Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

Lift station failures (failures/year)

Sewer pipe failures (pipe failures/sewer mile/yr)

Sanitary sewer overflows (number/sewer mile/yr)

Basement backups (number/sewer mile)

Complaints (number/sewer mile)

Peaking factor ratio (Peak Monthly:Annual Daily Avg)

Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume
None reported			

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

5. Infiltration / Inflow (I/I)

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

- Yes
- No

If Yes, please describe:

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

- Yes

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Neenah Sewage Collection System

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- No

If Yes, please describe:

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

Not much has changed from previous years. Flows increased in the system after snow melt and heavy rains while there were no major issues mainly due to a lack of major flooding.

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

The City continues to replace old mains, manholes and laterals prior to street projects. The City is also continuing to install storm laterals in older parts of the city for sump pump discharges.

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

Compliance Maintenance Annual Report

Neenah Sewage Collection System

Last Updated: Reporting For:
6/8/2023 2022

Grading Summary

WPDES No: 0047341

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

Notes:

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



City Services Building

1495 Tullar Road Neenah, WI 54956

Phone: (920) 886-6260 Fax: (920) 886-6269

Proposals

Fleet #40 (2023 Combination Sewer and Hydro-Vac Truck)

• MacQueen Equipment Menomonee Falls, WI	New Vactor 2100i	\$509,419.00
• Envirotech Equipment Pewaukee, WI	New Vac-Con Titan	\$558,249.00
• Envirotech Equipment Pewaukee, WI	Demo Vac-Con Titan (2023 - Lightly Used)	\$467,997.00
• Brown Equipment Company Evansville, IN	New 900-ECO	\$519,119.60

Staff recommends purchasing a 2023 Vactor 2100i from MacQueen Equipment of Menomonee Falls for \$509,419.00

Staff also recommends purchasing a new 2-way radio and communication set for no more than \$2500.00.

Existing equipment (2013 Vac-Con Combo Truck) will be listed on GovDeals with an approximate value of \$70,000.00.

2023 budgeted amount of \$525,000.00

(Page 331 Item 1 in 2023 Budget Book)

2023 Sewer Combination Truck

BRAND	Vactor 2100i	Vac-Con Titan	Vac-Con Titan	Sewer Equipment	Notes
NEW/DEMO	New	New	Demo	New	
PRICE	\$ 509,419.00	\$ 558,249.00	\$ 467,997.00	\$ 519,119.60	Budget of \$525,000.00
AVAILABILITY	Late 2023	Early to mid 2024	Now	Late 2023/Early 2024	
ENGINE	Cummins	Cummins		Cummins	
DRIVE SYSTEM	Transfer Case	Transfer Case	5.7 liter gas motor	Transfer Case	Demo truck has an additional gas motor, which requires unleaded fuel
VACCUM UNIT	PD Blower	PD Blower	Fan	PD Blower	
BOOM	"Rapid Deploy Boom"	Standard Boom		Standard Boom	No need for connections on normal use
HOSE	1" x 600'	3/4" x 600'		1" x 800'	More water volume rather than higher pressure
REEL	extend and swivel hose reel	swivel hose reel		extend and swivel	Keeps operator protected behind truck, out of traffic
WATER PUMP	single piston pump	tri-plex plunger pump		tri-plex plunger pump	Mechanics prefer single piston pump, less moving parts, easier to work on when needed
PRESSURE	Dial in pressure adjustment	throttle		throttle	Adjusts water pressure without changing motor speed
TANKS	Stainless Steel	polyethylene		Duraproline (special poly)	
DUMP HEIGHT	60"	42"		60"	Allows to dump into a container or bin if needed





Public Works Department
City Services Building
1495 Tullar Road, Neenah, WI 54956
Phone: 920-886-6260 Fax: 920-886-6269

Proposal

Refuse and Recycling Carts

Rehrig Pacific Pleasant Prairie, WI	360 carts (Minimum order)	\$24,138.00 \$67.05 per cart
Rehrig Pacific Pleasant Prairie, WI	702 carts (Full truckload)	\$45,790.34 \$65.23 per cart
Sierra Container Group Ocala, FL	408 carts (Minimum order)	\$23,748.00 \$58.21 per cart
Sierra Container Group Ocala, FL	648 carts (Full truckload)	\$37,404.20 \$57.72 per cart

Staff would like to note that these prices and numbers are for an equal split of 95-gallon refuse and recycling carts. The Rehrig Pacific price includes a \$700.00 freight charge while the Sierra quote includes a \$900.00 freight charge. Sierra and Rehrig are very similar in design and share interchangeable parts.

Staff recommends the purchase of (648) 95-gallon refuse and recycling carts from Sierra Container Group for \$37,404.20

Budgeted 2023 amount of \$17,000.00
(Page 331 Item #10 in 2023 Budget Book)

The remaining balance of \$20,404.20 would come from Capital Equipment Reserves.



M E M O R A N D U M

DATE: June 9, 2023
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Freedom Acres, Homes at Freedom Meadows: Two-inch Mat Cost follow-up

At the Committee meeting of May 30, further discussion was held about the contract cost of placing a 2-inch temporary asphalt surface in the Freedom Acres and Home at Freedom Meadows subdivisions. Between the two developments, the developer escrowed \$106,700 for that work. The bid price came in at \$163,638, which is \$56,938 higher than the escrow. There are budgeted funds sufficient to cover the shortfall, so the work can proceed.

Two additional pieces of information were requested coming out of the May discussion. The first item was the applicability of the 8-year payment plan for a special assessment in this case. Special assessments are discussed in municipal code Ch. 13 and 25.

Sec. 13-2 is the basis for our commonly used 5-year payment plan, stating: "Except as otherwise provided, the special assessments shall be paid in five annual installments."

The 8-year special assessment payment plan comes from Sec. 25-130, which states:

In the event that the subdivider voluntarily transfers title to any of the lots within said subdivision prior to the installation of the above-mentioned required improvements, said purchaser shall have in addition to the five-year special assessment provisions as set forth in Section 13-2 of this Municipal Code the option of an eight-year special assessment financing program.

The "above-mentioned required improvements" noted in that sentence are discussed in Sec. 25-126 (Streets), 25-127 (Sidewalks), 25-128 (Storm sewer laterals), and 25-129 (Street lights). Sec. 25-126 requires the subdivision to "have street paving, curb, gutter and sidewalk installed as shown on the final plat". Current practice is to cover the details of those items in the development agreement. While I assume that the phrase "street paving" was intended to be *final* street paving, without more specific information, it could be interpreted to include the 2-inch mat. This would allow it to come under the 8-year special assessment payment plan.

The second item requested was a review of possible cost-share arrangements. The first attached table was in the initial memo on the issue and summarizes the projects costs and estimated special assessment calculation. The second table outlines a range of cost-share options.

Project Cost and Estimated Assessment Summary

Total Project Footage:	2,830
Total Project Cost:	\$163,638.00
Cost/Foot:	\$57.82
Freedom Acres Length (ft):	1,300
Freedom Acres Cost:	\$75,169.40
Escrowed Amount:	\$45,500.00
Net Project Estimate:	\$29,669.40
Direct Costs:	\$0
Assessable Project Costs:	\$29,669.40
No. of Lots:	14
Cost per Lot	\$2,119.24
Homes at Freedom Meadows Length (ft):	1,530
Homes at Freedom Meadows Cost:	\$88,468.60
Escrowed Amount:	\$61,200.00
Net Project Estimate:	\$27,268.60
Direct Costs:	\$0
Assessable Project Costs:	\$27,268.60
No. of Lots:	31
Cost per Lot	\$879.63

Cost-share Options and Impacts

	Property Owner %	Property Owner Cost	City %	City Cost	Total Property Owner Cost	Total City Cost
Freedom Acres	100%	\$2,119.24	0%	\$0.00	\$29,669.40	\$0.00
	75%	\$1,589.43	25%	\$529.81	\$22,252.05	\$7,417.35
	50%	\$1,059.62	50%	\$1,059.62	\$14,834.70	\$14,834.70
	25%	\$529.81	75%	\$1,589.43	\$7,417.35	\$22,252.05
	0%	\$0.00	100%	\$2,119.24	\$0.00	\$29,669.40
Homes at Freedom Meadows	100%	\$879.63	0%	\$0.00	\$27,268.60	\$0.00
	75%	\$659.72	25%	\$219.91	\$20,451.45	\$6,817.15
	50%	\$439.82	50%	\$439.82	\$13,634.30	\$13,634.30
	25%	\$219.91	75%	\$659.72	\$6,817.15	\$20,451.45
	0%	\$0.00	100%	\$879.63	\$0.00	\$27,268.60

CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, June 12, 2023 – 6:00 p.m.
Council Chambers, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

MINUTES

Present: Chairman Erickson; President Borchardt, Aldermen Skyrms and Steiner; Mayor Lang, Director of Finance Rasmussen, City Attorney Rashid.

Others Present: Director of Human Resources and Safety Fairchild, Director of Community Development Haese and Alderman Hillstrom. Arrived at 6:25pm Tamara Hasz

Absent/Excused: Alderman Boyette.

Public Appearances: None.

Minutes: Motion/Second/Carried Borchardt/Skyrms to approve the minutes from the April 24, 2023, Regular meeting. All voting aye.

Parks & Recreation Laminator

Committee reviewed memo from Director of Finance Rasmussen and Director of Parks and Recreation Kading requesting the purchase of a new laminator to be located in the Parks & Recreation department, to be used by all City staff. The laminator is failing, and after 30 years needs to be replaced. The cost of the laminator is \$3,600 and will be funded out of the capital equipment reserve fund. The current estimated fund balance for the capital equipment is \$775,612.

Motion/Second/Carried Borchardt/Steiner to recommend Council to approve the purchase of a new laminator in the amount of \$3,600 to be funded from the capital equipment reserve fund. All voting aye.

Resolution No. 2023-13 Disengaging with Associated Bank as Voluntary Deferred Compensation Provider for the City of Neenah

Committee reviewed memo and resolution from Director of Human Resources and Safety Fairchild seeking approval to disengage with Associated Bank as a voluntary deferred compensation provider for the City of Neenah, and to assist M3 Financial investments in transferring existing funds from Associated Bank's deferred compensation plan to MissionSquare retirement.

Through an internal audit of such provided plans Associated Bank was identified as a current option plan which no longer aligns with the needs of the City of Neenah. Administration of the plan was not being done by the provider; it was being pushed down to the human resources staff.

Motion/Second/Carried Skyrms/Borchardt to recommend Council approve resolution No. 2023-13 to disengage with Associated Bank as voluntary deferred compensation provider for the City of Neenah. All voting aye.

REPORT

REPORT

Change in Job Posting Procedures

Committee reviewed memo from Director of Human Resources and Safety Fairchild seeking approval to change the job posting procedures as it related to budget positions within the city.

The City of Neenah currently requires all job postings to be presented to the Finance and Personnel Committee prior to posting for applications. This process slows the ability for our organization to be able to receive viable applications by up to a week.

This proposed change would expedite this process while still imposing checks and balances through an internal audit process streamlining the ability to post vacant positions in a more efficient manner. To keep the Finance and Personnel Committee up to date with turnover and potential patterns, Human Resources will provide quarterly updates in the form of a report to show any new hires and separations of employment by department.

Motion/Second/Carried Steiner/Borchardt to recommend Council approve the new recommended job posting procedure. All voting aye.

Final Pay Plan – Post Appeals

Committee reviewed memo of Director of Human Resources and Safety Fairchild requesting approval of the pay plan with the results of the associated appeals.

The City of Neenah participated in a salary plan review which was approved in November of 2022. Following the approval of the plan, various positions were submitted for appeal. Of those, the following were determined to be reclassified as follows:

Position	Grade	Appeal Result
Shop Building Attendant	C	Increased to D
Traffic Maintenance Worker	D	Increased to E
Deputy CD Director	14	Increased to 15
Fire Chief	19	Increased to 20
Water Admin Assistant	6	Increased to 7

Position	Grade	Appeal Result	Consideration Requested
Building Manager	10	10	Advance to 11
Open Records Clerk	6	7	Advance to 8

Motion/Second/Carried Borchardt/Skyrms to recommend Council accept final pay plan with the results of the associated appeals. All voting aye.

REPORT

REPORT

Fiscal Matters: First Quarter 2023 Financial Statements: Motion/Second/Carried Borchardt/Steiner- to approve the First quarter 2023 financial statements as presented. All voting aye.

Fiscal Matters: February Vouchers: Motion/Second/Carried Skyrms/Borchardt to approve the February 2023 vouchers as presented. All voting aye.

Fiscal Matters: March Vouchers: Motion/Second/Carried Steiner/Borchardt to approve the March 2023 vouchers as presented. All voting aye.

Fiscal Matters: April Vouchers: Motion/Second/Carried Borchardt/Skyrms to approve the April 2023 vouchers as presented. All voting aye.

Closed session under Wis. Stat. ss. 19.85(1)(g) to confer with legal counsel (City Attorney) with respect to litigation in which the City is involved. (Rashid) Motion/Second/Carried Borchardt/Steiner for the committee to convene into closed session under Wis. Stat. ss. 19.85(1)(g) to confer with legal counsel (City Attorney) with respect to litigation in which the City is involved. The Committee may reconvene into open session to consider or take action on matters discussed in closed. All voting aye.

At 7:10 pm the Committee convened into closed session.

Motion/Second/Carried Skyrms/Borchardt to reconvene into open session at 7:45pm. All voting aye.

Motion/Second/Carried Skyrms/Steiner to adjourn the meeting 7:50 pm. All voting aye.

Respectfully submitted,

Vicky Rasmussen, CPA
Director of Finance



Finance Department
211 Walnut St. • Neenah WI 54957-0426
Phone 920-886-6140 • Fax: 920-886-6150
E-mail: vrasmussen@neenahwi.gov
Vicky K. Rasmussen, CPA
Director of Finance

M E M O R A N D U M

TO: Chairman Erickson and Members of the Finance Committee

FROM: Vicky Rasmussen, Director of Finance and Michael Kading, Director of Parks & Recreation

DATE: June 5, 2023

RE: Laminator Located in Parks & Recreation Department

The laminator located in the Parks and Recreation office is failing, and after 30 years, needs to be replaced. While the laminator is physically located in the Parks and Recreation office, it is utilized by all departments throughout the City. Uses include signs, posters, advertisements, and protection of repeatedly used recreation program materials.

The Parks and Recreation department is requesting that funding for replacement comes from city-wide Equipment Reserve funds, as the laminator is used by multiple departments, with the operational expenditures continuing to come from Parks & Recreation Department office supplies account. The cost for this will be \$3,600. The current estimated fund balance for the capital equipment reserve fund is \$775,612.

ARL 4000

USI ARL 4000 40" Digital Thermal Roll Laminator

\$3,599.95

Buy More, Save More! ⓘ



The USI ARL 4000 is a wide format laminator that has all the features of the ARL 2700 plus it accepts films from 12" to 40". The ARL 4000 features a key lock, digital LCD temperature readout; adjustable speed and temperature, reverse switch and can run thermal roll laminating films up to 5 mils thick. We also have incorporated 1" mandrels into this machine so there is no need to purchase specialty 2.25" or 3" core rolls for your smaller roll sizes. The ARL 4000 is easy to set-up, thread and run.

Features:

- Laminates film up to 40" wide and 5 mil thick on 1" core
- Adjustable temperature
- Heat shoe heating element
- Variable speed motor
- Electric reverse
- Motor key lock
- Wraparound prevention bar
- USI Color Coding to ensure proper loading of film
- Easy-lift handles
- Product Manual
- Industry-best 2-year warranty ([Learn more](#))
- Free lifetime technical support
- Free Standard Shipping





RESOLUTION NO. 2023-13

A RESOLUTION DISENGAGING WITH ASSOCIATED BANK AS VOLUNTARY DEFERRED COMPENSATION PROVIDER FOR THE CITY OF NEENAH

WHEREAS, the City of Neenah currently participates in Deferred Compensation plans as permitted in Internal Revenue Code Section 457 and Section 40.81 of the Wisconsin Statutes; and

WHEREAS, through an internal audit of such provided plans Associated Bank was identified as a current option plan which no longer aligns with the needs of the City of Neenah; and

WHEREAS, the City of Neenah desires to discontinue the Deferred Compensation plan option with Associated Bank effective August 14, 2023; and

WHEREAS, Deferred Compensation funds currently being held by Associated Bank, as plan provider, shall hereafter be transferred to an alternate plan maintained by the City of Neenah through the City’s brokerage firm M3 Financial Investments; and

WHEREAS, the alternative plan recommended by M3 Financial Investments into which fund transfers will be made is MissionSquare Retirement, formerly known as “ICMA-RC”.

NOW, THEREFORE, BE IT RESOLVED, that the City of Neenah, Wisconsin, hereby amends its current DEFERRED COMPENSATION PLAN, removing Associated Bank effective August 14, 2023 as additional provider for the City and its employees as “custodian” and “administrator” of any investment funds currently held within its Plan.

BE IT FURTHER RESOLVED that authorized City officials are hereby directed to assist M3 Financial Investments in the transferring of existing funds from Associated Bank’s Deferred Compensation Plan to MissionSquare Retirement for continued service to the employees enrolled in the City’s Deferred Compensation Plan.

Recommended By:

CITY OF NEENAH, WISCONSIN

Moved: _____

Jane Lang, Mayor

Passed: _____

Federal Tax I.D. No. 39-6005543

Charlotte Nagel, City Clerk



RESOLUTION NO. 2023-13

**A RESOLUTION DISENGAGING WITH ASSOCIATED BANK AS VOLUNTARY DEFERRED
COMPENSATION PROVIDER FOR THE CITY OF NEENAH**

WHEREAS, the City of Neenah currently participates in Deferred Compensation plans as permitted in Internal Revenue Code Section 457 and Section 40.81 of the Wisconsin Statutes; and

WHEREAS, through an internal audit of such provided plans Associated Bank was identified as a current option plan which no longer aligns with the needs of the City of Neenah; and

WHEREAS, the City of Neenah desires to discontinue the Deferred Compensation plan option with Associated Bank; and

WHEREAS, Deferred Compensation funds currently being held by Associated Bank, as plan provider, shall hereafter be transferred to an alternate plan maintained by the City of Neenah through the City’s brokerage firm M3 Financial Investments; and

WHEREAS, the alternative plan recommended by M3 Financial Investments into which fund transfers will be made is MissionSquare Retirement, formerly known as “ICMA-RC”.

NOW, THEREFORE, BE IT RESOLVED, that the City of Neenah, Wisconsin, hereby amends its current DEFERRED COMPENSATION PLAN, removing Associated Bank as additional provider for the City and its employees as “custodian” and “administrator” of any investment funds currently held within its Plan.

BE IT FURTHER RESOLVED that authorized City officials are hereby directed to assist M3 Financial Investments in the transferring of existing funds from Associated Bank’s Deferred Compensation Plan to MissionSquare Retirement for continued service to the employees enrolled in the City’s Deferred Compensation Plan.

Recommended By:

CITY OF NEENAH, WISCONSIN

Moved: _____

Jane Lang, Mayor

Passed: _____

Federal Tax I.D. No. 39-6005543

Charlotte Nagel, City Clerk



Human Resources & Safety
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6103 • Fax: 920-886-6114 • e-mail: afairchild@ci.neenah.wi.us
AMY J. FAIRCHILD
Human Resources and Safety Director

TO: Finance and Personnel Committee

RE: Change to Job Posting Procedures

Synopsis:

Approval to change the job posting procedures as it relates to budget positions within the city.

Details:

The City of Neenah currently requires all job postings to be presented to the Finance and Personnel Committee prior to posting for applications.

This process slows the ability for our organizations to be able to receive viable applications by up to a week.

The city proposes the ability to expedite this process while still imposing a checks and balances through an internal audit process streamlining the ability to post vacant positions in a more efficient manner.

To keep the Finance and Personnel Committee up to date with turnover and potential patterns, Human Resources will provide quarterly updates in the form of a report to show any new hires and separations of employment by department.

Positions which are not budgeted, or have been reclassified in a higher grade will still follow the current process before being posted to employment job boards.



Job Posting Request

Position Request

Department:	Position:
Position Type: <input type="checkbox"/> New <input type="checkbox"/> Replacement	If Replacement, last person in position:
If New Position, explain need for position and estimated budget cost: <i>Understand, positions not identified as a current position will be subject to Council/Board review prior to posting approval.</i>	
Department Head Signature:	Date:

Human Resources Review

Position is a current vacancy? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Vacancy:
Position Grade:	Rate of Last in Position:
Base Rate:	Midpoint Rate:
Has Job Description been reviewed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does the position need reclassified? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide backup.
Comments:	
Human Resources Signature:	Date:

Financial Review

Budgeted Amount:	Year to Date Spent:	Remaining Budget:
Select the appropriate box: <input type="checkbox"/> Position is within budget and is approved for posting <input type="checkbox"/> Position requires budget transfer <input type="checkbox"/> Position requires Finance & Personnel Committee review followed by Council Approval		
Comments:		
Finance Signature:	Date:	



Human Resources & Safety
 211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
 Phone 920-886-6103 • Fax: 920-886-6114 • e-mail: afairchild@ci.neenah.wi.us
AMY J. FAIRCHILD
Human Resources and Safety Director

TO: Finance and Personnel Committee

RE: Final Pay Plan – Post Appeals

Synopsis:

Approval to pay plan and associated appeals in addition to special consideration to advance select positions as outlined.

Details:

The City of Neenah participated in a salary plan review which was approved in November of 2022 prior to any appeals had been reviewed through the contracted provider.

Following the approval of the plan, various positions were submitted for appeal. Of those, the following were determined to be reclassified as follows:

Position	Grade	Appeal Result
Shop Building Attendant	C	Increased to D
Traffic Maintenance Worker	D	Increased to E
Deputy CD Director	14	Increased to 15
Fire Chief	19	Increased to 20
Water Admin Assistant	6	Increased to 7

Additional positions were submitted and were either not adjusted or the adjustment did not align with what the city feels is appropriate to the responsibilities associated with the position. As such, the city request the approval of the following special considerations with an explanation of the request cited separately:

Position	Grade	Appeal Result	Consideration Requested
Building Manager	10	10	Advance to 11
Open Records Clerk	6	7	Advance to 8

The Building Manager position was not reclassified as it does not directly manage other individuals on a regular basis. The city feels this is not a direct reflection of the responsibilities associated with this position as the building manager often provides direct oversight not only to city hall projects, but projects at alternative locations in the same capacity. As such, the city request the committee/council approve the reclassification of this position to a salary level 11.

The Open Records Clerk position was advanced by one grade based on the level of oversight required for the position. While this was a move in the right direction, the amount of law and knowledge required for this position in addition to the liability such attention to detail requires exceeds that of any other position within the grade it has been assigned. As such, the city request the committee/council approve the reclassification of this position to a grade 8.



Date: March 30, 2023
To: Amy Fairchild, Director of Human Resources and Safety
From: Heather Murray, Senior Consultant
Re: Classification and Compensation Project Appeals

City of Neenah retained our services to conduct a classification and compensation study for all regular full-time and part-time positions. The City has adopted the compensation plan and has allowed employees an opportunity to submit an appeal requesting a second review of the job evaluation and grade/level placement. Employee appeal forms and, when necessary, updated Job Description Questionnaires (JDQ) were submitted to Carlson Dettmann Consulting (CDC). The Director of Human Resources and Safety met with the department head to discuss each submitted appeal and provided a summary of changes to CDC. Below is a response to each request.

Park Department

- Lead Parks Technician – This appeal was requesting a review of the job evaluation rating due to the number of years of experience the City feels are relevant to the position. The revised job document provides greater detail the duties associated with the lead role of the position. Updated information was provided for the overall essential duties and responsibilities of the position. After reviewing the appeals form and a re-evaluation of the JDQ the decision-making rating was adjusted to account for the changes provided in the essential functions for the position. The original rating accounted for the number of years of experience identified in the appeals document so no change was made to that rating. The change in decision-making does not result in a recommendation for a change in grade placement.

Water Utility

- Water Department Administrative Assistant – This appeal requested additional consideration of the extensive attention to detail required of the position. The appeal also indicated the education and experience may be undervalued due to the work associated with bids and contracts. The information provided by the Director of Human Resources and Safety indicated that further consideration of the depth of responsibility associated with the position, the exposure the position has to other departments, the level of tasks delegated to other positions regularly, the need for utilization of specialized software programs is requested. The original rating accounted for the number of years of experience identified in the appeals document so no change was made to that rating. A change was made to the thinking challenges rating to account for the additional detail provided in the documentation, including the knowledge required for bid processing and the additional skills required of the position. Based on these changes, it is recommended the position be increased one pay grade to Pay Grade 7H.
- Water Filtration Mechanical Technician – This appeal indicated the City does not feel the work direction and training provided by this position was properly assessed. The appeal also indicated



that a change in the requirement to provide input into developing policies, increasing the responsibility associated with this job duty. The decision-making rating was adjusted to account for added this policy responsibility. The original rating accounted for the work direction and training provided by the position, therefore no other ratings were changed. The change in the decision-making rating does not result in a recommendation for a change in pay grade placement.

- Director of Water – The incumbent requested a review of the position in comparison to other Director level positions at the City. Per the Director of Human Resources and Safety, the following items were requested for further consideration:
 - The position directly supervises 2.7 individuals but directly responsible for the work of those 14 individuals lower in the org chart.
 - Section 8 of JDQ was reviewed and many modifications were made within physical requirements.
 - The level of responsibility for treating potable water which is imperative to safe water consumption and compliance regulations.
 - The position is an integral part of the City's safety program which extends beyond the employee's immediate department and those the position is expected to supervise.

Based on the updated physical requirements information provided, the Work Environment rating was increased. All other additional information provided was previously considered in the job evaluation rating. The change in the Work Environment rating does not result in a recommended change in Pay Grade placement.

Public Works Department

- Shop Building Attendant – This appeal indicated that due to the training needed, job responsibilities associated with the position, mechanical knowledge required, as well as the licensure requirements, the position should be reviewed for higher grade placement. A list of additional job duties was provided in the appeal document. Based on a review of the information provided in the appeal document, the notes provided by the Director of Human Resources and Safety, the revised job description, and the JDQ, adjustments were made to the Work Environment and the Education and Experience ratings for the position. Based on this rating changes, it is recommended that the position be increased to Pay Grade D.
- Building Manager – The City amended the required qualifications of this position to a High School diploma with 6 to 7 years of experience. The City felt this adjustment was necessary to meet the level of responsibility assigned to the position. Additionally, the City indicated that the position has direct input on the overall capital improvement budget and any associated projects. It was also indicated that consideration for the on-call nature of the position be considered. Based on the information provided by the City, the Education and Experience rating was adjusted. The original job evaluation accounted for the other areas of job expectations outlined in the appeal. The change in the rating for Education and Experience does not result in a recommendation for a change in Pay Grade placement.
- Traffic Maintenance Worker – The appeal provided by the City for this position included a job description that included extensive changes to the essential functions of the position. The appeal



indicates the position is more of a “foreman” position than a crew position. The position was reviewed based on the re-written job description and additional information. The decision-making rating was adjusted to account for the lead duties expected of the position. It is recommended that the position be increased to Pay Grade E.

Library

- Assistant Librarian (Acquisitions) – The appeal documentation provided to CDC indicates the position has evolved since the last job evaluation was completed, outlining the additional duties of interlibrary loan and collection management. The appeal speaks to the background of the incumbent in the position, which is not a point of consideration in evaluating the position.

The Director of Human Resources and Safety provided the following items for consideration as well:

- Position provides a level of input with budget and creating work rules/policies
- Position provides training to others
- Position assists with development and implementation of policies
- Modifications to Section 8 of the JDQ was modified within physical requirements
- The Library Director indicated the level of critical thinking involved is higher than a typical librarian and judgement is of importance for this position.

The position is responsible for ordering materials and books, interlibrary loan, management of library system, verification of receipt of items, reconciling invoices, reporting, cataloging, and providing input into budget, work rules, and policies. This was taken into consideration when the original rating was completed. There is no change in rating or Pay Grade placement recommended.

Community Development

- Deputy Community Development Director – This appeal was requesting further review due to the oversight of three (3) divisions within the department. Additional clarifying information was provided regarding the diverse workload, policy decision making, autonomy of the position, problem solving and critical thinking required, and the multi-jurisdictional nature of the work. After reviewing the updated job documentation and the original job evaluation, it is recommended that the areas of decision-making and communications be amended. Based on these changes, it is recommended this position be placed in Pay Grade 15.

Police Department

- Open Records Clerk – This appeal indicated the position is expected to make independent decisions regarding open records requests for the department. These decisions require legal knowledge of the areas associated with releasing records. Based on the clarifying information for this position, ratings for thinking challenges and decision making were adjusted. Additionally, the City provided revised experience requirements for the position due to the nature of the position responsibilities. The education and experience requirements for the position were modified accordingly. After a review of all of the clarifying documentation and revisions and the changes in the job evaluation ratings it is recommended that this position be placed in Pay Grade 7H.



Fire Department

- Fire Chief – An appeals form was submitted with limited detail regarding the appeal provided. The Director of Human Resources and Safety met with the incumbent to review the appeal and provided CDC the following areas for consideration in the appeal:
 - The complexity of working with two municipalities, unions, councils, commissions, and other associated rules/regulations/ordinances of separate entities.
 - The position acts as working supervisor and has increased risk exposures.

A review was conducted of the additional documentation provided and a change in the rating for the education and experience of this position was made. An increase in the rating was warranted due to the extensive training and certifications required for fire positions and this position specifically. It is recommended that the position be placed in Pay Grade 20.

Note: When reviewing all of the Fire Department appeals a review of the Education and Experience requirements was completed to ensure that the extensive training and certifications were accounted for in each position. Additionally, the governing of two unions and two municipalities was accounted for in each supervisory/management level position.

- Assistant Fire Chief (Inspections) – The appeal indicates this position is a non-director level supervisor, has considerable decision making authority departmentwide, and directs others and implements policies. The appeal also notes the required education and experience required of the position should be taken into consideration.

This position does not have any direct reports but does oversee the inspection function of six people. An increase in the rating for education and experience was warranted due to the extensive training and certifications required for fire positions and this position specifically. This rating change does not result in a recommendation for a change in pay grade.

No formal appeal documentation was provided for the Deputy Fire Chief, the Assistant Fire Chief (Training), or the Fire Management Assistant, however the City requested CDC perform a review based on information provided by the Director of Human Resources and Safety indicated where she believed the ratings should be. There was no additional supporting information provided with this documentation. CDC utilized the limited information provided to review each of these positions to determine if the ratings and pay grade placement warranted adjustment. Based on this review, no grade change is recommended for these positions.

It is important to note that when jobs are evaluated utilizing the CDC point-factor job evaluation system, it is the position being evaluated and not the incumbent in the position. This provides for a fair, equitable, and defensible job evaluation. Additionally, the job evaluation is based on the assumption that the job is performed at a satisfactory level. Performance or lack thereof is not a factor considered when applying the system.

**2023 Salary Plan - Non-Laborers
CITY OF NEENAH
CLASSIFICATION STRUCTURE**

<u>POSITION</u>	<u>Min</u>	<u>Mid</u>	<u>Max</u>
Grade 21: SALARIED City Attorney	\$103,089	\$124,956	\$146,823
DOLAS			
Grade 20: SALARIED Fire Chief	\$97,008	\$117,585	\$138,162
Fire Department Moved From 19			
Grade 19: SALARIED Director of Information Systems Director of HR & Safety Director of CD & Assessment Director of Public Works Director of Finance Police Chief Library Director	\$92,954	\$112,671	\$132,388
Information Systems Human Resources & Safety Community Development Public Works Finance Department Police Department Library			
Grade 18: SALARIED Director of Parks & Recreation Director of Water Utility	\$88,900	\$107,757	\$126,614
Parks & Recreation Water Department			
Grade 17: SALARIED VACANT	\$84,862	\$102,863	\$120,863
Grade 16: SALARIED Assistant Chief	\$80,808	\$97,949	\$115,089
Police Department			
Grade 15: SALARIED Captain Deputy Director Deputy Chief Deputy Director of CD & Assessment	\$76,753	\$93,035	\$109,316
Police Department Library Fire Department Community Development			
Grade 14: SALARIED Youth Services Manager Deputy Director of Finance	\$72,699	\$88,121	\$103,542
Library Finance Department			
Grade 14F: SALARIED Public Works Superintendent	\$77,546	\$93,995	\$110,444
Public Works			



Grade 13: SALARIED		\$68,645	\$83,207	\$97,768
Chief Building Inspector				
Assistant Chief of Training/Emergency Mgmt	Community Development			
Assistant Chief of Prevention/Inspection	Fire Department			
Network Administrator	Fire Department			
Civil Engineer III	Information Systems			
Traffic Engineer	Public Works			
Superintendent of Recreation	Public Works			
City Clerk	Parks & Recreation			
Circulation Services Manager	DOLAS			
	Library			
Grade 13F: SALARIED		\$73,222	\$88,754	\$104,285
WD Treatment Manager	Water Department			
WD Distribution Manager	Water Department			
Superintendent of Parks	Parks & Recreation			
Grade 12: SALARIED		\$64,591	\$78,293	\$91,994
Plumbing Inspector	Community Development			
Programmer/Analyst	Information Systems			
Civil Engineer II	Public Works			
Grade 11: SALARIED		\$60,537	\$73,379	\$86,220
Recreation Supervisor	Parks & Recreation			
Grade 11F: SALARIED		\$64,573	\$78,270	\$91,968
Parks Supervisor	Parks & Recreation			
Fleet Maintenance Superintendent	Public Works			
Assistant Superintendent	Public Works			
Grade 10: SALARIED		\$56,499	\$68,484	\$80,469
Geographic Information Systems Coordinator	Information Systems			
Adult Services Librarian	Library			
Youth Services Librarian	Library			
Assistant Treasurer	Finance Department			
Support Services Supervisor	Police Department			
Engineering Tech	Public Works			
Building Inspector	Community Development			
Building Manager	Public Works			
Property Appraiser II	Community Development			
Grade 10H: HOURLY		\$28.97	\$35.12	\$41.27
Water Distribution Maintenance Tech II	Water Department			
Water Filtration Plant Electrical Technician	Water Department			

+ | - Request move to 11 Salaried

Grade 9: SALARIED		\$52,445	\$63,570	\$74,695
Assistant Planner	Community Development			
PC/Network Specialist	Information Systems			
Grade 9H: Hourly		\$26.90	\$32.60	\$38.31
Human Resources Recruiter / Coordinator	Human Resources			
Grade 8: SALARIED		\$48,391	\$58,656	\$68,921
Assistant Librarian - Circ	Library			
Assistant Librarian - Youth	Library			
Assistant Librarian - Acquisitions	Library			
Evidence Custodian	Police Department			
Property Appraiser I	Community Development			
Community Development Coordinator	Community Development			
Payroll/AP/AR Coordinator	Finance			
Legal Assistant/Paralegal	DOLAS			
Fire/Rescue Management Assistant	Fire			
Building Custodian	Library			
Administrative Services Technician	Police Department			
Grade 8H: Hourly		\$24.82	\$30.08	\$35.34
Water Filtration Plant Relief Operator	Water Department			
Water Filtration Plant Operator	Water Department			
Human Resources & Safety Assistant	Human Resources			
Water Filtration Mechanical Technician	Water Department			
Water Distribution Maintenance Technician	Water Department			
Fleet Maintenance Specialist	Police Department			
Grade 7: SALARIED		\$44,337	\$53,742	\$63,147
Const. Inspector/Engineering Aide	Public Works			
Deputy Clerk	DOLAS			
Office Manager	Public Works			
Municipal Clerk of Courts	Municipal Court			
Code Enforcement Officer	Police Department			
Administrative Assistant/Mayor	DOLAS			
Building Custodian	Police Department			
Office Manager	Parks & Recreation			
Grade 7H: Hourly		\$22.74	\$27.56	\$32.38
Water Administrative Assistant	Water			
Open Records Clerk/Accreditation Assistant	Police Department			
Grade 6: SALARIED		\$40,283	\$48,828	\$57,373

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+1
→ MOVED FROM 6
→ MOVED FROM 6 Request Move to 8

Utility Billing Coordinator / AP Specialist	Finance		
Accounting Clerk	Finance		
Finance and Accounting Office Assistant	Finance		
Records Coordinator/Court Coordinator	Police Department		
Records Coordinator/LRMS Admin.	Police Department		
Record Clerk - Data Entry	Police Department		
Treasury Support Specialist - Full Time	Finance		
Grade 6H: HOURLY		\$20.66	\$25.04
Library Administrative Assistant	Library		\$29.42
Public Works Garage Administrative Assistant	Public Works		
Administrative Assistant	Community Development		
Administrative Assistant	Police Department		
Treasury Support Specialist - Part Time	Finance		
Communication Technicians	Police Department		
Grade 5: SALARIED		\$37,243	\$45,143
VACANT			\$53,042
Grade 5H: HOURLY		\$19.10	\$23.15
Parks & Recreation Administrative Assistant	Parks & Recreation		\$27.20
Grade 4H: HOURLY		\$18.06	\$21.89
Library Assistant (Circ, Youth, Tech)	Library		\$25.72

2023 Laborer Plan
CITY OF NEENAH

CLASSIFICATION STRUCTURE

Step:	1	2	3	4	5	6	7	8	9	10	11	12	13
Percent of Midpoint:	85.0%	87.5%	90.0%	92.5%	95.0%	97.5%	100.0%	102.5%	105%	107.5%	110.0%	112.5%	115.0%
Grade F	\$26.52	\$27.30	\$28.08	\$28.86	\$29.64	\$30.42	\$31.20	\$31.98	\$32.76	\$33.54	\$34.32	\$35.10	\$35.88
Mechanics Parks Arborist Cemetery Foreman													
Grade E	\$24.49	\$25.21	\$25.93	\$26.65	\$27.37	\$28.09	\$28.81	\$29.53	\$30.25	\$30.97	\$31.69	\$32.41	\$33.13
Lead Park Technician <u>Traffic Maintenance Wkr</u> Moved From D													
Grade D	\$22.46	\$23.12	\$23.78	\$24.44	\$25.10	\$25.76	\$26.42	\$27.08	\$27.74	\$28.40	\$29.06	\$29.72	\$30.38
Street Crew Person Parks Technician Cemetery Technician <u>Shop/Building Attendant</u> Moved From C													
Grade C	\$20.43	\$21.04	\$21.64	\$22.24	\$22.84	\$23.44	\$24.04	\$24.64	\$25.24	\$25.84	\$26.44	\$27.05	\$27.65

Employees move to next step on anniversary date (must meet performance expectations)

MINUTES OF THE NEENAH PLAN COMMISSION
Tuesday, June 13, 2023
4:15 p.m.

Present:

Mayor Jane Lang, Chairperson	PRESENT	Gerry Kaiser, Director of Public Works	PRESENT	Sarah Moore-Nokes	ABSENT
Kate Hancock-Cooke	ABSENT	Karen Genett	ABSENT	Betsy Ellenberger	PRESENT
Gerry Andrews	PRESENT	Ald. Dan Steiner	PRESENT		

Also Present:

Brad Schmidt, Deputy Director of Community Development	Kayla Kubat, Community Development Administrative Assistant	Calvin Tollefson, Harris and Associates, 2718 N. Meade St Appleton
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Minutes: MSC Andrews/Kaiser the Plan Commission, to approve the April 25, 2023 meeting minutes. All aye. Motion passed. Member Ellenberger abstained.

Public Appearances: Chairperson Mayor Lang opened public appearances to topics not related to the agenda.

No one from public in attendance spoke. Chairperson Mayor Lang closed public appearances.

Public Hearings: None

Action Items:

a. **Site Plan #6-23 – 2474 Schultz Drive - Building Addition**

Deputy Director Schmidt went over proposed site plan for the addition to the current building. Rollmeister, Inc., working in conjunction with Harris and Associates Inc., have submitted a request to expand the current Rollmeister building, located in the South Park Industrial Center (2474 Schultz Drive). The current building is about 27,000 square feet in area. The expansion will add an additional 12,000 square feet to the north of the structure. In addition to the proposed building expansion, the site plan also includes removing the northern existing driveway section and replacing it with a new one. The new driveway will be slightly longer and will be positioned further to the north, compared to the old driveway.

Member Steiner asked if moving the driveway has any cost impact on the City. Deputy Director Schmidt stated the cost of removing and replacing the driveway is all on the property owner.

MSC Ellenberger/Andrews, the Plan Commission to approve the site proposed addition to the Rollmeister, Inc. building located at 2474 Schultz Dr subject to comments of the Site Plan Review Letter. All voting aye. Motion passed.

Discussion Items:

a. **Residential Greenhouses**

Plan Commission Minutes

June 13, 2023

Page 2

Deputy Director Schmidt went over the possible need to have standards for residential greenhouses. We have seen an uptick of these greenhouses in the community and an uptick in complaints. While most greenhouse structures fall under the accessory structure category in the Zoning Code, structures being built over raised garden beds tend to be constructed with temporary materials and are thus deemed temporary structures in the Building Code. Deputy Director Schmidt opened the discussion for greenhouse standards.

Member Ellenberger asked if we knew what other communities are doing regarding residential greenhouses. Deputy Director Schmidt said we have not yet done research into other communities but that may be a good starting point.

Member Kaiser asked what are the current standards for temporary structures? Deputy Director Schmidt said there is a timeframe for having the structures in place.

Member Andrews asked what happens when residents stop using the greenhouse during the non-growing season? Deputy Director Schmidt stated these residential greenhouses may need to have similar standards as temporary structures with a timeframe but possibly a longer timeframe spanning the growing season.

Committee discussion regarding keeping animals out of gardens.

Member Steiner asked how many complaints does the city get regarding these types of greenhouses? Deputy Director Schmidt states not many but more are popping up so creating standards will be helpful for the future. Member Steiner said he would want good supporting evidence for standards and restrictions and not only based on aesthetics.

Announcements and Future Agenda Items: Next meeting is scheduled for June 27, 2023

-Comprehensive Plan update soon. The plan consists of nine Chapters and the thought would be to look at one chapter per upcoming meeting.

-Right-a-way Plat Review for the reconstruction of S. Commercial St. Member Kaiser states there may be a need for a special meeting due to time constraints.

Adjournment: The Commission adjourned its meeting at 4:33 p.m. MSC Ellenberger/Kaiser. All Aye. Motion passed.

Respectfully Submitted,



Kayla Kubat
Administrative Assistant, Community Development



DATE: June 8, 2023
TO: Mayor Lang and Plan Commission
FROM: Michael Burrows, Community Development Intern
RE: Site Plan Approval - 2474 Schultz Drive

Request

Rollmeister, Inc., working in conjunction with Harris and Associates Inc., have submitted a request to expand the current Rollmeister building, located in the South Park Industrial Center (2474 Schultz Drive). The current building is about 27,000 square feet in area. The expansion will add an additional 11,000 square feet to the north of the structure. In addition to the proposed building expansion, the site plan also includes removing the northern existing driveway section and replacing it with a new one. The new driveway will be slightly longer and will be positioned further to the north, compared to the old driveway.

Location

The subject property is zoned I-1, Planned Business Center District and all adjacent properties are also zoned I-1, which is in consistent with the City of Neenah Comprehensive Plan.

Background

Rollmeister is a business involved in the paper industry. They provide services for the paper industry including but not limited to: precision roll grinding, suction roll maintenance, paper machine roll inspection and roll mechanical repairs.

Off-Street Parking/Traffic Circulation

The site plan proposes removing an existing driveway section on the north of the building and replacing it with a longer driveway further to the north. The current off-street parking meets all minimum parking standards for the existing building, the addition would require the inclusion of 8 new parking stalls.

Landscaping

The proposed addition will require new frontage landscaping, but not perimeter or buffer yard landscaping. The new driveway construction will require additional frontage landscaping, with one shade tree and three shrubs per every forty feet of frontage.

Building Elevation/Layout

The expansion of the building meets all height and layout requirements. The expansion is about 11,000 square feet in size and entirely consists of a building addition to the north of the existing building. With the expansion, the new building will be about 38,000 square feet in size. The total parcel size is 5.5 acres, which means the building only occupies

15% of the parcel and is below the 60% maximum set by the zoning code. All setback requirements have been met and there are no zoning related issues.

Recommendation

At this time the Community Development Department recommends the Plan Commission approve the site proposed addition to the Rollmeister, Inc. building located at 2474 Schultz Drive subject comments of the Site Plan Review Letter.



City of Neenah Community Development
211 Walnut Street
Neenah WI 54956
Ph 920.886.6130

June 09, 2023

CALVIN TOLLEFSON
HARRIS AND ASSOCIATES
2718 N MEADE ST
APPLETON, WI 54911

RE: Site Plan #6-23 - 2474 Schultz Dr - Building Addition Site Plan - Major Review () Status Approved

Dear CALVIN TOLLEFSON:

We have completed our review of the plan identified above. The plan was approved per attached comments, if any. This letter is not to be construed as a zoning compliance, grading, building permit, certificate of occupancy, or a substitute for any permit or certificate required by any state or federal government entity.

Sincerely,

Brad Schmidt
Deputy Director of Community Development and Assessment
bschmidt@neenahwi.gov
920-886-6126

Plan Review Comments

Fire Department - Adam Dorn - 886-6204
adorn@nmfire.org

Approved

Review Comments:

No comments provided - BRS 6/9/2023

Inspections - Building Commercial - Kyle Pederson - 920-886-6131
kpederson@neenahwi.gov

Approved

Review Comments:

Planning - Brad Schmidt -
bschmidt@neenahwi.gov

Approved

Review Comments:

1. Submit a landscape plan showing a minimum of 1 shade tree (minimum 2.5" caliper) and 3 shrubs (minimum 24" spread) for every 40 linear feet of frontage (225 feet excluding proposed driveway opening). This equates to 6 additional shade trees and 18 additional shrubs between the area north of the existing driveway and south of the proposed detention pond.
2. Any existing or proposed refuse collection areas shall be screened with a minimum 6-foot tall sight-tight fence or wall.
3. Outdoor storage of material, equipment, or products for a period exceeding 24 hours is prohibited unless the outdoor storage area is completely screened with a six-foot tall sight tight fence. Personal items not associated with the business such as recreational vehicles, trailers, personal vehicles or other similar vehicles are strictly prohibited from being stored on the property.
4. A street excavation permit is required prior to work within the public right-of-way. Please contact the Department of Public Works at (920) 886-6240 or visit <https://www.ci.neenah.wi.us/departments/public-works/permits-forms-applications/>.
5. Prior to the installation of new signage, please visit <https://evolvepublic.ci.neenah.wi.us/>.

Engineering - Heath Kummerow - 920-886-6245
hkummerow@neenahwi.gov

Approved

Review Comments:

Water Utility - Anthony Mach - 920-886-6180
amach@neenahwi.gov

Approved

Review Comments:



JENSEN RD

SCHULTZ DR

TOWERVIEW DR

COUNTY RD G

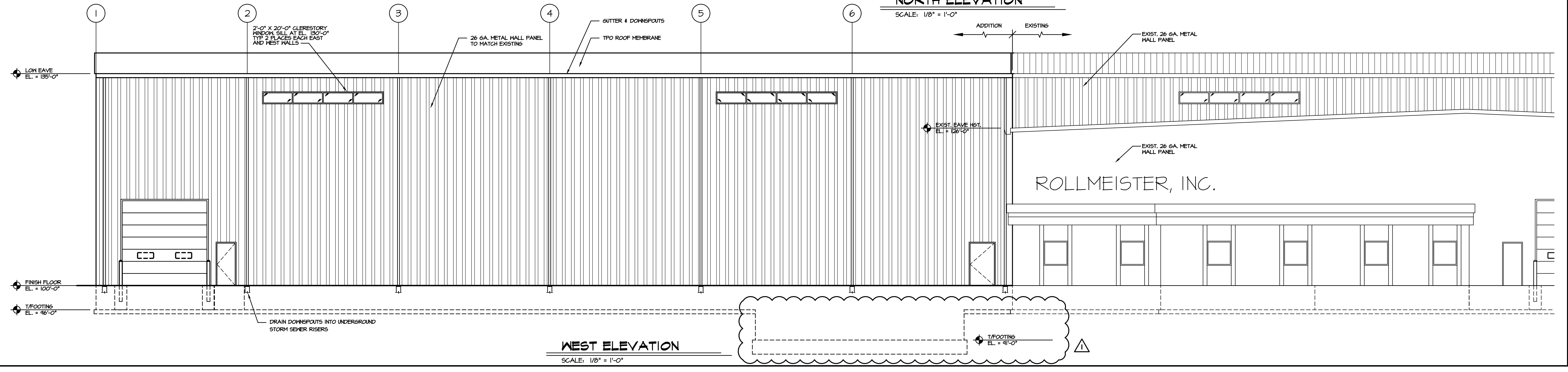
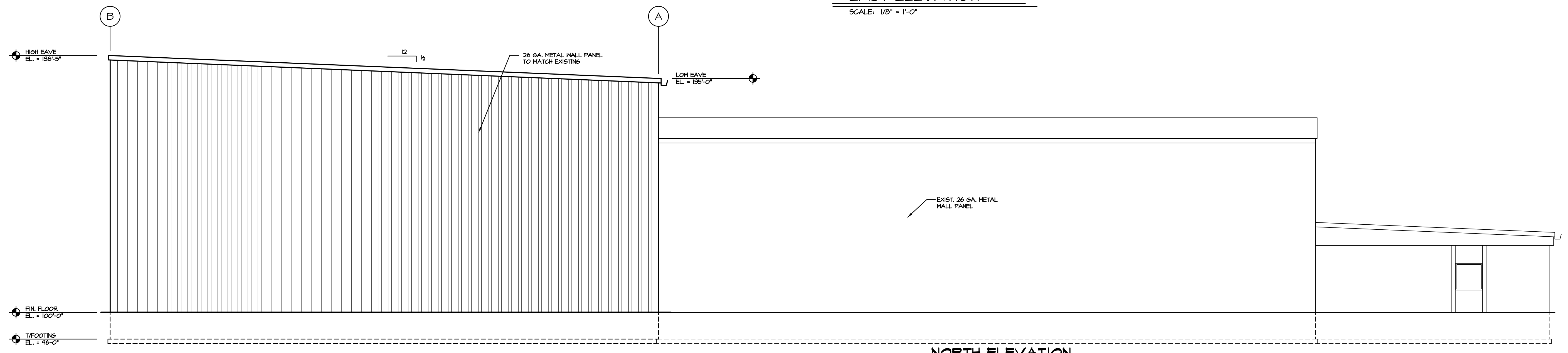
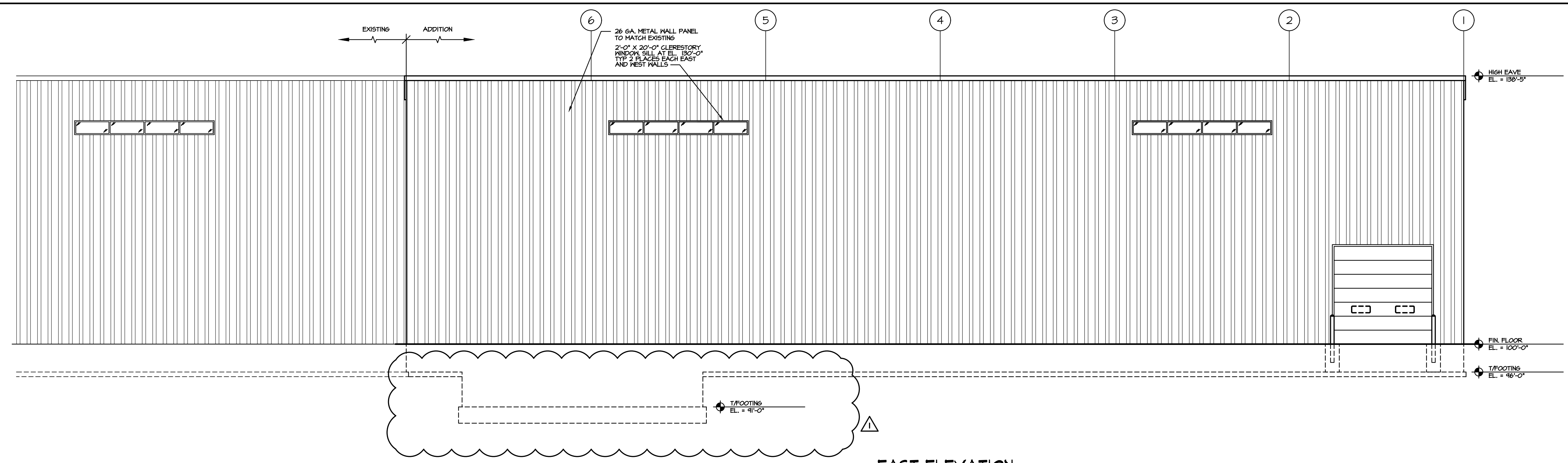
ACCO AVE

DIXIERO

REV. NO.	DESCRIPTION	DATE	BY
1	LOWERED FOOTING	05-11-23	GJM

PROJECT: MALLER ENTERPRISES LLC/ROLLMEISTER BUILDING ADDITION
LOCATION: 2414 SCHULTZ DRIVE NEEVAH, WISCONSIN
DESCRIPTION: EXTERIOR ELEVATIONS

DRAWN BY: RDT
 CHECKED BY:
 DATE: 04-03-23
 SHEET: **A2.0**
 PROJECT-NUMBER: 7796



**Minutes of the Board of Public Works Meeting
Tuesday, June 13, 2023 at 12:00 p.m.**

MEMBERS PRESENT: Mayor Lang, City Attorney Rashid, Director of Finance Rasmussen, Director of Community Development & Assessment Haese, Director of Public Works Kaiser, Aldermen Lendrum and Hillstrom.

ALSO PRESENT: City Clerk Nagel.

CALL TO ORDER: Mayor Lang called the meeting to order at 12:10 p.m.

I. Approval of the minutes of the May 23, 2023 meeting. (Minutes can be found on the City web site)
MSC Haese/Kaiser to approve the meeting minutes as written, all voting aye.

II. Appearances.
None.

III. Unfinished Business.
None.

IV. New Business.

A. Public Works

1. Award Contract 11-23, Street Construction on Brookwood Drive, Fairwood Drive and Hunt Avenue to Northeast Asphalt, in the amount of \$486,851.00.

MSC Kaiser/Rasmussen to recommend Council award Contract 11-23 to Northeast Asphalt in the amount of \$486,851.00, all voting aye.

Discussion: This project was added to the 2023 CIP as a result of over borrowed funds. The bid came in under the budget amount. Note that Geogrid will be used. Geogrid is a plastic mesh product commonly used in asphalt projects to stabilize the soil.

2. Change Order No.2, Contract 5-23, Street, Curb & Gutter, Sidewalk and Apron Construction, in Arthur Plat, Cardinal Plat, Integrity Acres, 1st Addition to Integrity Acres, and Liberty Acres, to MCC, Inc., Appleton, for sidewalk installation at Freedom Acres and Homes at Freedom Meadows in the amount not to exceed \$183,440.00.

MSC Kaiser/Lendrum to approve Change Order No.2, Contract 5-23 for sidewalk installation at Freedom Acres and Homes at Freedom Meadows in the amount not to exceed \$183,440.00, all voting aye.

Discussion: Costs are within the escrowed amount for the project.

3. Change Order No.1, Contract 6-23, Columbian Avenue, Sanitary & Storm Sewer, Water Main and Street Construction to Donald Hietpas & Sons Inc., in an amount not to exceed \$50,067.00 for Sanitary Sewer Relay on Beaulieu Road.

MSC Kaiser/Hillstrom to approve Change Order No.1, Contract 6-23 to Donald Hietpas & Sons Inc., in an amount not to exceed \$50,067.00 for Sanitary Sewer Relay on Beaulieu Road, all voting aye.

Discussion: Residents on Beaulieu Road have come to agreement on repaving that private road. We had previously informed them of our desire to replace the northerly section of sanitary sewer main should the road work move ahead.

Report

Info. Only

Info. Only

Info. Only

4. Pay Request No.2, Contract 6-23, Columbian Avenue, Sanitary & Storm Sewer, Water Main and Street Construction to Donald Hietpas & Sons, Inc., Little Chute, in an amount of \$139,027.13.

MSC Kaiser/Lendrum to approve Pay Request No.2, Contract 6-23, to Donald Hietpas & Sons, Inc., Little Chute, in an amount of \$139,027.13, all voting aye.

Discussion: Utility work is complete. Road work is tentatively scheduled to start on June 19th.

Info. Only

5. Pay Request No.2, Contract 1-23, Sanitary Sewer, Water Main and Street Construction, on Burr Avenue, Chestnut Street, Dieckhoff Street and Laudan Boulevard to Don E Parker Inc., in an amount of \$706,857.59.

MSC Kaiser/Lendrum to approve Pay Request No.2, Contract 1-23, to Don E Parker Inc., in an amount of \$706,857.59, all voting aye.

Discussion: Lateral/water service pulling is about 80% complete. Storm sewer main installation is scheduled to start June 8.

Info. Only

6. Pay Request No.2, Contract 5-23, Street Construction at Arthur Plat, Cardinal Plat, Integrity Acres, 1st Addition to Integrity Acres and Liberty Heights Subdivision to MCC Inc., in the amount of \$867,850.58.

MSC Kaiser/Haese to approve Pay Request No.2, Contract 5-23, to MCC Inc., in the amount of \$867,850.58.

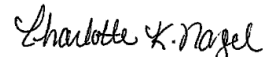
Discussion:

- a) Arthur Plat: Work is complete.
- b) Cardinal Plat: Concrete work is complete. The binder asphalt layer has been paved. Rough backfill and terracing has started.
- c) Integrity Acres: Concrete work is complete. The binder asphalt layer has been paved. Rough backfill and terracing has started.
- d) Liberty Heights: Using Hedgeview Drive as a dividing line, curb/gutter and driveways have been poured on the west half of the subdivision. Curb/gutter installation on the east half of the subdivision started. Road grading on the west half of the subdivision has started. A proof roll was done on the each the east half of the subdivision. Several soft areas were identified and are being excavated.

IV. Any announcements/questions for the Board.
None.

V. Adjournment.
MSC Hillstrom/Haese to adjourn, all voting aye. Meeting adjourned at 12:24 p.m.

Respectfully Submitted,



Charlotte Nagel
City Clerk

Change Order No: 2
 Contract: 5-23
 Project: Street, Curb & Gutter, Sidewalk and Apron Construction
 Contractor: MCC Inc.
2600 Romer Rd
Appleton WI 54912-1137
 Current Contract: \$2,776,445.00

Change Ordered Herewith:	Account Number
1. <u>Add 22,000 sf of 4" concrete sidewalk @ \$6.57/sf</u>	<u>\$183,440.00</u>
<u>at Freedom Acres and Homes at Freedom Meadows</u>	
3. <u>Add 5,000 sf 6" concrete sidewalk @ \$7.78/sf</u>	
<u>at Freedom Acres and Homes at Freedom Meadows</u>	
5. _____	
TOTAL	\$183,440.00


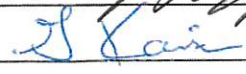
Reason for Change:

1. Sidewalk installation for Homes at Freedom Meadows and Freedom Acres \$183,440.00
Freedom Acres 012-0000-313.15-03 Escrowed \$80,600
Homes at Freedom Meadows 012-0000-313.16-03 Escrowed \$105,000
Total Escrowed amount of \$185,600.00

5. _____
 6. _____
 7. _____

<u>Contract Amount</u>		<u>Contract Time (Calendar Days)</u>	
Original:	<u>\$2,776,445.00</u>	Original:	_____
Previous C.O.'s (+/-):	<u>\$0.00</u>	Previous C.O.'s (+/-):	_____
This C.O. (+/-):	<u>\$183,440.00</u>	This C.O. (+/-):	_____
Revised:	<u>\$2,959,885.00</u>	Revised:	_____

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>6-7-2023</u>
Department:	<u></u>	Date:	<u>6-6-2023</u>
Water Department (If applicable)	_____	Date:	_____
Board of PW:	_____	Date:	_____

Change Order No: 1

Contract: 6-23

Project: Columbian Avenue
Sanitary & Storm Sewer, Water Main and Street Construction

Contractor: Donald Hietpas & Sons, Inc.
1450 E North Avenue
Little Chute WI 54140

Current Contract: \$781,639.60

Change Ordered Herewith:	Account Number	
1. Add 353' of 8-Inch PVC Sanitary Sewer @ \$99.00/lf	046-5057-743-0326	\$34,947.00
2. Add 80' of 6-Inch Sanitary Sewer Lateral in ROW @ \$93.00/lf	046-5057-743-0326	\$7,440.00
3. Add 1 Reconnect lateral to wye at main @ \$500.00/ea	046-5057-743-0326	\$500.00
4. Add 11' of Standard Manhole @ \$580.00/vf	046-5057-743-0326	\$6,380.00
5. Decrease 2 Sanitary Manholes @ \$400.00/ea	046-5057-743-0326	\$800.00
	TOTAL	\$50,067.00

Reason for Change:

1. Beaulieu Road Sanitary Sewer Relay
Quantity Changes only. Bid prices used
3. _____
4. _____
5. _____
6. _____
7. _____



Contract Amount

Original: \$781,639.60
 Previous C.O.'s (+/-): \$0.00
 This C.O. (+/-): \$50,067.00
 Revised: \$831,706.60

Contract Time (Calendar Days)

Original: _____
 Previous C.O.'s (+/-): _____
 This C.O. (+/-): _____
 Revised: _____

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

Contractor: 
 Department: 
 Water Department _____
 (If applicable) _____
 Board of PW: _____

Date: 6-7-2023
 Date: 6-8-2023
 Date: _____
 Date: _____

**City of Neenah
Department of Public Works
Contractor Request for Payment**

Contractor Name: Donald Hietpas & Sons, Inc.		Contract No. 6-23	
Address: 1450 E North Avenue		Contract Amount \$781,639.00	
City Little Chute WI 54140			
Name of Project	Sanitary & Storm Sewer, Water Main and Street Construction		
Location of Project	Columbian Avenue		
Pay Request No. 2	For Period	May 1, 2023 through May 31, 2023	

CONTRACT SUMMARY

Original Contract Amount	\$781,639.00
Net Amount of Change Order	\$0.00
Adjusted Contract Amount	<u>\$781,639.00</u>

WORK PERFORMED TO DATE

Work Performed to Date	\$479,841.53
Less Retainage of 5%. If different indicate here	\$23,992.08
Net Amount Earned to Date	\$455,849.45
Less Previous Payments	\$316,822.32

BALANCE DUE THIS PAYMENT



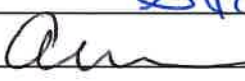
\$139,027.13

CONTRACT BREAKOUT

	Account Numbers	Budget Total	Contract Breakdown	Due This Estimate	Paid to Date
Street Construction	012-4341-743-0236	\$345,000.00	\$239,944.00	\$1,199.38	\$0.00
Sanitary Sewer Construction	046-5057-743-0236	\$210,000.00	\$292,954.00	\$63,571.86	\$179,633.10
Storm Sewer Construction	049-5278-743-0236	\$97,000.00	\$56,319.00	\$29,301.80	\$14,667.72
Water Main Construction	400-0000-207-0523	\$200,000.00	\$192,422.00	\$44,954.10	\$122,521.50
		<u>\$852,000.00</u>	<u>\$781,639.00</u>	<u>\$139,027.13</u>	<u>\$316,822.32</u>

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: 6-7-23
Certified by Public Works		Date: 6-8-23
Certified by Water Utility		Date: 6/9/2023
Certified by Contractor		Date:
	Approved BPW _____	Date:
	Approved Common Council (Final Payments Only)	Date:

City of Neenah Contract 6-23
Sanitary, Water, and Street Construction
Columbian Avenue

Item Code	Item Description	UofM	QTY	Unit Price	Extension	Quantity Completed to Date	Pay Request No.1			Pay Request No.2			Previously Paid	Total Due to Contractor			
							Contractor Completed This Period QTY	Retainage Due this Period \$	Due to Contractor This Period	Contractor Completed This Period QTY	Retainage Due this Period \$	Due to Contractor This Period					
Sanitary																	
1	101.3	Furnish and Relay 8-inch PVC Sanitary Sewer	Lin. Ft.	260	\$99.00	\$25,740.00	262.00	262.00	\$25,938.00	\$1,296.90	\$24,641.10	0.00	\$0.00	\$0.00	\$0.00	\$24,641.10	\$25,938.00
2	101.4	Furnish and Relay 12-inch PVC Sanitary Sewer	Lin. Ft.	30	\$148.25	\$4,447.50	0.00	3.00	\$444.75	\$22.24	\$422.51	-3.00	-\$444.75	-\$22.24	-\$422.51	\$422.51	\$0.00
3	101.4	Furnish and Relay 18-inch PVC Sanitary Sewer	Lin. Ft.	730	\$173.65	\$126,764.50	726.50	726.50	\$126,156.73	\$6,307.84	\$119,848.89	0.00	\$0.00	\$0.00	\$0.00	\$119,848.89	\$126,156.73
4	102.3	Furnish and Relay 6 inch Sanitary Lateral in ROW	Lin. Ft.	600	\$93.00	\$55,800.00	440.50	245.00	\$22,785.00	\$1,139.25	\$21,645.75	195.50	\$18,181.50	\$909.08	\$17,272.43	\$21,645.75	\$40,966.50
5	102.4	Furnish and Relay 6 inch Sanitary Lateral ROW to House	Lin. Ft.	50	\$50.00	\$2,500.00	12.00	0.00	\$0.00	\$0.00	\$0.00	12.00	\$600.00	\$30.00	\$570.00	\$0.00	\$600.00
6	102.6	Reconnect Lateral to Main	Each	1	\$500.00	\$500.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	103.1	Furnish and Pipeburst 4-inch Sanitary Lateral	Lin. Ft.	700	\$5.05	\$3,535.00	560.00	0.00	\$0.00	\$0.00	\$0.00	560.00	\$2,828.00	\$141.40	\$2,686.60	\$0.00	\$2,828.00
8	103.2	Furnish and Pipeburst 6-inch Sanitary Lateral	Lin. Ft.	35	\$20.20	\$707.00	140.00	0.00	\$0.00	\$0.00	\$0.00	140.00	\$2,828.00	\$141.40	\$2,686.60	\$0.00	\$2,828.00
9	103.3	Reconnect Sanitary Lateral at Foundation - Pipeburst	Each	2	\$2,020.00	\$4,040.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	103.4	Reconnect Under Basement Floor - Pipeburst	Each	20	\$2,525.00	\$50,500.00	17.00	0.00	\$0.00	\$0.00	\$0.00	17.00	\$42,925.00	\$2,146.25	\$40,778.75	\$0.00	\$42,925.00
11	103.5	Extra Hole - Pipeburst	Each	1	\$505.00	\$505.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	104.1	Furnish and Install Standard Manhole	Ver. Ft.	22.5	\$580.00	\$13,050.00	22.35	22.35	\$12,963.00	\$648.15	\$12,314.85	0.00	\$0.00	\$0.00	\$0.00	\$12,314.85	\$12,963.00
13	105.2	Adjust Sanitary Manhole	Each	2	\$800.00	\$1,600.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	105.6	Remove Sanitary Manhole	Each	2	\$400.00	\$800.00	2.00	2.00	\$800.00	\$40.00	\$760.00	0.00	\$0.00	\$0.00	\$0.00	\$760.00	\$800.00
15	106.1	Clean and Televiser Sewer (Sanitary only)	LS	1	\$2,465.00	\$2,465.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Sanitary Bid						\$292,954.00			\$189,087.48	\$9,454.37	\$179,633.10		\$66,917.75	\$3,345.89	\$63,571.86	\$179,633.10	\$256,005.23
Water																	
17	201.1.1	Furnish & Install 6-inch PVC C-900 Main	Lin. Ft.	40	\$150.00	\$6,000.00	31.00	21.00	\$3,150.00	\$157.50	\$2,992.50	10.00	\$1,500.00	\$75.00	\$1,425.00	\$2,992.50	\$4,650.00
18	201.1.2	Furnish & Install 8-inch PVC C-900 Main	Lin. Ft.	1000	\$90.00	\$90,000.00	1,006.00	965.00	\$86,850.00	\$4,342.50	\$82,507.50	\$41.00	\$3,690.00	\$184.50	\$3,505.50	\$82,507.50	\$90,540.00
19	202.1.2	Furnish & Install 1.25-inch PE Water Service in ROW by Trenching	Lin. Ft.	550	\$60.00	\$33,000.00	471.00	62.00	\$3,720.00	\$186.00	\$3,534.00	\$409.00	\$24,540.00	\$1,227.00	\$23,313.00	\$3,534.00	\$28,260.00

City of Neenah Contract 6-23
Sanitary, Water, and Street Construction
Columbian Avenue

							Quantity Completed to Date	Pay Request No.1			Pay Request No.2			Previously Paid	Total Due to Contractor		
Item Code	Item Description	UofM	QTY	Unit Price	Extension	Contractor Completed This Period QTY		\$	Retainage Due this Period	Due to Contractor This Period	Contractor Completed This Period QTY	\$	Retainage Due this Period			Due to Contractor This Period	
20	202.2.2	Furnish & Install 1.25-inch PE Water Service in ROW by Pulling	Lin. Ft.	25	\$50.00	\$1,250.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
21	202.3.2	Furnish & Install 1.25-inch PE Water Service in ROW by Drilling	Lin. Ft.	25	\$50.00	\$1,250.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
22	202.4.2	Furnish & Install 1.25-inch PE Water Service from ROW to Structure by Trenching	Lin. Ft.	35	\$50.00	\$1,750.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
23	202.5.2	Furnish & Install 1.25-inch PE Water Service from ROW to Structure by Pulling	Lin. Ft.	35	\$30.30	\$1,060.50	62.00	0.00	\$0.00	\$0.00	\$0.00	\$62.00	\$1,878.60	\$93.93	\$1,784.67	\$0.00	\$1,878.60
24	202.6.2	Furnish & Install 1.25-inch PE Water Service from ROW to Structure by Drilling	Lin. Ft.	35	\$30.30	\$1,060.50	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25	202.7.1	Furnish & Install 1.25-inch PE Service from ROW to Structure by Pulling w/Sanitary Sewer Pipeburst	Lin. Ft.	500	\$5.05	\$2,525.00	570.00	0.00	\$0.00	\$0.00	\$0.00	\$570.00	\$2,878.50	\$143.93	\$2,734.58	\$0.00	\$2,878.50
26	202.8.1	Furnish & Install 1.25-inch PE Service from ROW to Structure by Excavation in same Trench as Sanitary Lateral	Lin. Ft.	35	\$10.00	\$350.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27	202.9.2	Furnish & Install 1.25-inch Service Brass Set	Each	19	\$515.00	\$9,785.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
28	203.1.1	Furnish & Install Cathodic Protection to Water Service	Each	2	\$118.00	\$236.00	1.00	0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$118.00	\$5.90	\$112.10	\$0.00	\$118.00
29	203.1.3	Water Service Connection to Structure	Each	19	\$505.00	\$9,595.00	17.00	0.00	\$0.00	\$0.00	\$0.00	\$17.00	\$8,585.00	\$429.25	\$8,155.75	\$0.00	\$8,585.00
30	203.1.4	Water Service Extra Hole (Curb Stop Connection)	Each	2	\$505.00	\$1,010.00	6.00	0.00	\$0.00	\$0.00	\$0.00	\$6.00	\$3,030.00	\$151.50	\$2,878.50	\$0.00	\$3,030.00
31	203.1.6	Abandon Valve Box	Each	2	\$200.00	\$400.00	3.00	1.00	\$200.00	\$10.00	\$190.00	\$2.00	\$400.00	\$20.00	\$380.00	\$190.00	\$600.00
32	204.2.4	Furnish & Install 8-inch MJRW Valve and Box	Each	4	\$2,600.00	\$10,400.00	5.00	5.00	\$13,000.00	\$650.00	\$12,350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,350.00	\$13,000.00
33	205.1	Furnish & Install Hydrant, Lead and Valve	Each	3	\$7,350.00	\$22,050.00	3.00	3.00	\$22,050.00	\$1,102.50	\$20,947.50	\$0.00	\$0.00	\$0.00	\$0.00	\$20,947.50	\$22,050.00

City of Neenah Contract 6-23
Sanitary, Water, and Street Construction
Columbian Avenue

Item Code	Item Description	UofM	QTY	Unit Price	Extension	Quantity Completed to Date	Pay Request No.1			Pay Request No.2			Previously Paid	Total Due to Contractor		
							Contractor Completed This Period QTY	\$	Retainage Due this Period	Due to Contractor This Period	Contractor Completed This Period QTY	\$			Retainage Due this Period	Due to Contractor This Period
34	205.2 Abandon Hydrant	Each	2	\$350.00	\$700.00	2.00	0.00	\$0.00	\$0.00	\$0.00	\$2.00	\$700.00	\$35.00	\$665.00	\$0.00	\$700.00
Total Water Bid					\$192,422.00			\$128,970.00	\$6,448.50	\$122,521.50		\$47,320.10	\$2,366.01	\$44,954.10	\$122,521.50	\$176,290.10
Storm Storm																
38	301.4 Furnish and Relay 10-inch Storm Sewer	Lin. Ft.	120	\$62.00	\$7,440.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
39	301.5 Furnish and Relay 12-inch Storm Sewer	Lin. Ft.	255	\$60.00	\$15,300.00	258.00	0.00	\$0.00	\$0.00	\$0.00	258.00	\$15,480.00	\$774.00	\$14,706.00	\$0.00	\$15,480.00
40	301.6 Furnish and install 30-inch Storm Sewer	Lin. Ft.	45	\$230.30	\$10,363.50	47.00	47.00	\$10,824.10	\$541.21	\$10,282.90	0.00	\$0.00	\$0.00	\$0.00	\$10,282.90	\$10,824.10
41	303.1 Furnish and Install 4-inch Storm Sewer Lateral	Lin. Ft.	50	\$52.00	\$2,600.00	94.50	0.00	\$0.00	\$0.00	\$0.00	94.50	\$4,914.00	\$245.70	\$4,668.30	\$0.00	\$4,914.00
42	304.1 Furnish and Install Sump pump Pit (separate)	Each	1	\$757.50	\$757.50	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
43	304.2 Furnish and Install Sump Pump pit w/ Sanitary Pipeburst	Each	3	\$505.00	\$1,515.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
44	305.1 Furnish and Install Catch Basin	Each	4	\$2,300.00	\$9,200.00	4.00	0.00	\$0.00	\$0.00	\$0.00	4.00	\$9,200.00	\$460.00	\$8,740.00	\$0.00	\$9,200.00
45	305.8 Adjust Storm Catch Basin	Each	2	\$500.00	\$1,000.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
46	305.9 Remove Storm Catch Basin	Each	8	\$250.00	\$2,000.00	5.00	0.00	\$0.00	\$0.00	\$0.00	5.00	\$1,250.00	\$62.50	\$1,187.50	\$0.00	\$1,250.00
47	306.1 Furnish and Install Storm Manhole	Lin. Ft.	6.8	\$642.00	\$4,365.60	6.80	6.80	\$4,365.60	\$218.28	\$4,147.32	0.00	\$0.00	\$0.00	\$0.00	\$4,147.32	\$4,365.60
48	306.8 Adjust Storm Manhole	Each	2	\$500.00	\$1,000.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
49	306.9 Remove Storm Manhole	Each	1	\$250.00	\$250.00	1.00	1.00	\$250.00	\$12.50	\$237.50	0.00	\$0.00	\$0.00	\$0.00	\$237.50	\$250.00
50	308.2.4 Install and Maintain Type "D" Inlet Protection	Each	6	\$88.00	\$528.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Storm Bid					\$56,319.60			\$15,439.70	\$771.99	\$14,667.72		\$30,844.00	\$1,542.20	\$29,301.80	\$14,667.72	\$46,283.70
Street																
51	402.2.6.2 Remove Existing Pavement and Maintain Utility Trench	Lin. Ft.	3100	\$1.00	\$3,100.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
52	405.1 Sawcut Existing Bituminous Pavement	Lin. Ft.	250	\$2.25	\$562.50	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
53	402.2.6.1 Remove Existing Bituminous Pavement	Sq. Yd.	3600	\$1.37	\$4,932.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
54	403.2.5.1 Remove Concrete Curb and Gutter	Lin. Ft.	1850	\$1.94	\$3,589.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
55	404.4.5 Remove Concrete Sidewalk/Driveway Apron	Sq. Ft.	5500	\$0.51	\$2,805.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

City of Neenah Contract 6-23
Sanitary, Water, and Street Construction
Columbian Avenue

Item Code	Item Description	UofM	QTY	Unit Price	Extension	Quantity Completed to Date	Pay Request No.1			Pay Request No.2			Previously Paid	Total Due to Contractor			
							Contractor Completed This Period QTY	Contractor Completed This Period \$	Retainage Due this Period	Due to Contractor This Period	Contractor Completed This Period QTY	Contractor Completed This Period \$			Retainage Due this Period	Due to Contractor This Period	
56	402.1.7.4	Unclassified Excavation	Cu. Yd.	2400	\$7.17	\$17,208.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
57	402.1.4.1.1	Furnish and Install Geogrid	Sq. Yd.	3800	\$1.80	\$6,840.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
58	401.1.1	Furnish and Install Crushed Aggregate Base	Ton	3050	\$13.95	\$42,547.50	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
59	403.2.1.1	Furnish and Install Concrete Curb & Gutter	Lin. Ft.	1850	\$15.23	\$28,175.50	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60	404.1.1	Furnish and Install 4" Concrete Sidewalk	Sq. Ft.	2500	\$9.90	\$24,750.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
61	404.3.2	Furnish and Install 6-inch Concrete Sidewalk/Driveway	Sq. Ft.	3000	\$10.45	\$31,350.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
62	402.1.5.3	Furnish and Install 1/2-inch rods	Lin. Ft.	150	\$3.00	\$450.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
63	706.2	Install Detectable Warning Fields (supplied by City)	Each	14	\$50.00	\$700.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
64	402.2.3.1	Furnish and Install HMA Pavement (4-inch)	Ton	650	\$84.23	\$54,749.50	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
65	505.1	Furnish & Install Terracing, Fertilize, Seed & Hydromulch	Sq. Yd.	2000	\$7.83	\$15,660.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
66	706.1	Install and Maintain Traffic Control	LS	1	\$2,525.00	\$2,525.00	0.50	0.00	\$0.00	\$0.00	\$0.00	0.50	\$1,262.50	\$63.13	\$1,199.38	\$0.00	\$1,262.50
Total Street						\$239,944.00			\$0.00	\$0.00	\$0.00		\$1,262.50	\$63.13	\$1,199.38	\$0.00	\$1,262.50
Total Bid						\$781,639.60			\$333,497.18	\$16,674.86	\$316,822.32		\$146,344.35	\$7,317.22	\$139,027.13	\$316,822.32	\$479,841.53

**City of Neenah
Department of Public Works
Contractor Request for Payment**

Contractor Name: Don E Parker, Inc.		Contract No. 1-23	
Address N2573 Highway 15		Contract Amount \$2,474,739.50	
City Hortonville WI 54944			
Name of Project	Sanitary, Water Main and Street Construction		
Location of Project	Burr Avenue, Chestnut Street, Dieckhoff Street, and Laudan Boulevard		
Pay Request No.	2	For Period	May 1, 2023 through May 31, 2023

CONTRACT SUMMARY

Original Contract Amount	\$2,474,739.50
Net Amount of Change Order	\$0.00
Adjusted Contract Amount	<u>\$2,474,739.50</u>

WORK PERFORMED TO DATE



Work Performed to Date	\$1,198,448.56
Less Retainage of 5%. If different indicate here	\$59,922.43
Net Amount Earned to Date	\$1,138,526.13
Less Previous Payments	\$431,668.54
BALANCE DUE THIS PAYMENT	<u>\$706,857.59</u>

CONTRACT BREAKOUT

	Account Numbers	Budget Total	Contract Breakdown	Due This Estimate	Paid to Date
Sanitary Sewer Various Repairs	046-5001-743-0236	\$180,000.00	\$0.00	\$7,489.90	\$0.00
Sanitary Sewer-Burr Ave	046-5059-743-0236	\$70,000.00	\$58,600.00	(\$8,358.05)	\$46,841.94
Sanitary Sewer-Chestnut St	046-5055-743-0236	\$680,000.00	\$570,000.00	\$267,452.31	\$210,012.75
Sanitary Sewer -Dieckhoff St	046-5058-743-0236	\$50,000.00	\$41,156.55	\$26,826.15	\$0.00
Storm Sewer Various Repairs	049-5203-743-0236	\$227,000.00	\$67,135.45	\$0.00	\$0.00
Storm Sewer-Chestnut St	049-5276-743-0236	\$182,000.00	\$182,000.00	\$1,216.00	\$0.00
Street Constr-Burr Ave	012-4335-743-0236	\$89,000.00	\$78,000.00	\$1,808.80	\$0.00
Street Constr-Chestnut St	012-4333-743-0236	\$710,000.00	\$624,000.00	\$2,713.20	\$0.00
Street Constr-Dieckhoff St	012-4334-743-0236	\$61,000.00	\$54,298.50	\$1,808.80	\$0.00
Street Constr-Laudan Blvd	012-4337-743-0236	\$114,000.00	\$100,000.00	\$0.00	\$0.00
Water Constr-Burr Ave	400-0000-207-0514	\$66,000.00	\$58,369.00	\$12,002.30	\$36,313.11
Water Constr-Chestnut St	400-0000-207-0511	\$449,000.00	\$490,655.00	\$269,347.49	\$138,500.75
Water Constr-Dieckhoff St	400-0000-207-0513	\$56,000.00	\$54,349.00	\$45,409.91	\$0.00
Water Constr-Laudan Blvd	400-0000-207-0512	\$128,000.00	\$96,176.00	\$79,140.80	\$0.00
		<u>\$3,062,000.00</u>	<u>\$2,474,739.50</u>	<u>\$706,857.59</u>	<u>\$431,668.54</u>

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: 6-8-23
Certified by Public Works		Date: 6-12-23
Certified by Water Utility		Date: 6/12/2023
Certified by Contractor		Date:
	Approved BPW _____	Date:
	Approved Common Council (Final Payments Only)	Date:

Contract 1-23
Sanitary Storm Sewer, Water, and Street Construction
Burr Ave., Chestnut St., Dieckhoff St., Laudan Blvd.

Item Code	Item Description	UofM	QTY	Unit Price	Extension	Quantity Completed to Date	Pay Request No.1				Pay Request No.2				Previously Paid	Total Due Contractor	
							Contractor Completed This Period QTY	Retainage Due this Period \$	Due this Estimate	Contractor Completed This Period QTY	Retainage Due this Period \$	Due this Estimate					
1	101.3	Furnish and Relay 8-inch PVC Sanitary Sewer	Lin. Ft.	2680	\$76.75	\$205,690.00	2,674	1,795.00	\$137,766.25	\$6,888.31	\$130,877.94	879.00	\$67,463.25	\$3,373.16	\$64,090.09	\$130,877.94	\$205,229.50
2	101.4	Furnish and Relay 10-inch PVC Sanitary Sewer	Lin. Ft.	337	\$86.35	\$29,099.95	337	0.00	\$0.00	\$0.00	\$0.00	337.00	\$29,099.95	\$1,455.00	\$27,644.95	\$0.00	\$29,099.95
3	102.3	Furnish and Relay 6 inch Sanitary Lateral in ROW	Lin. Ft.	1800	\$80.45	\$144,810.00	1,517	0.00	\$0.00	\$0.00	\$0.00	1,517.00	\$122,042.65	\$6,102.13	\$115,940.52	\$0.00	\$122,042.65
4	102.4	Furnish and Relay 6 inch Sanitary Lateral ROW to House	Lin. Ft.	100	\$61.60	\$6,160.00	50	0.00	\$0.00	\$0.00	\$0.00	50.00	\$3,080.00	\$154.00	\$2,926.00	\$0.00	\$3,080.00
5	102.6	Reconnect Lateral to Main	Each	2	\$240.00	\$480.00	3	0.00	\$0.00	\$0.00	\$0.00	3.00	\$720.00	\$36.00	\$684.00	\$0.00	\$720.00
6	103.1	Furnish and Pipeburst 4-inch Sanitary Lateral	Lin. Ft.	2800	\$5.15	\$14,420.00	1,944	1,302.00	\$6,705.30	\$335.27	\$6,370.04	642.00	\$3,306.30	\$165.32	\$3,140.99	\$6,370.04	\$10,011.60
7	103.2	Furnish and Pipeburst 6-inch Sanitary Lateral	Lin. Ft.	200	\$20.60	\$4,120.00	233	233.00	\$4,799.80	\$239.99	\$4,559.81	0.00	\$0.00	\$0.00	\$0.00	\$4,559.81	\$4,799.80
8	103.3	Reconnect Sanitary Lateral at Foundation - Pipeburst	Each	5	\$1,545.00	\$7,725.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	103.4	Reconnect Under Basement Floor - Pipeburst	Each	74	\$2,678.00	\$198,172.00	58	38.00	\$101,764.00	\$5,088.20	\$96,675.80	20.00	\$53,560.00	\$2,678.00	\$50,882.00	\$96,675.80	\$155,324.00
10	103.4.1	Remove Building Footing to allow Pipeburst	Each	5	\$309.00	\$1,545.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11	103.5	Extra Hole - Pipeburst	Each	3	\$515.00	\$1,545.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	104.1	Furnish and Install Standard Manhole	Ver. Ft.	92	\$506.80	\$46,625.60	91	35.00	\$17,738.00	\$886.90	\$16,851.10	56.00	\$28,380.80	\$1,419.04	\$26,961.76	\$16,851.10	\$46,118.80
13	105.1	Abandon Sanitary Manhole	Each	2	\$350.00	\$700.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	105.2	Adjust Sanitary Manhole	Each	3	\$650.00	\$1,950.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15	105.6	Remove Sanitary Manhole	Each	14	\$200.00	\$2,800.00	14	8.00	\$1,600.00	\$80.00	\$1,520.00	6.00	\$1,200.00	\$60.00	\$1,140.00	\$1,520.00	\$2,800.00
16	106.1	Clean and Televiser Sewer (Sanitary only)	Lump Sum	1	\$3,914.00	\$3,914.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sanitary						\$669,756.55			\$270,373.35	\$13,518.67	\$256,854.68		\$308,852.95	\$15,442.65	\$293,410.30	\$256,854.68	\$579,226.30
17	201.1.1	Furnish & Install 6-inch PVC C-900 Main	Lin. Ft.	40	\$213.80	\$8,552.00	37	17.00	\$3,634.60	\$181.73	\$3,452.87	20.00	\$4,276.00	\$213.80	\$4,062.20	\$3,452.87	\$7,910.60
18	201.1.2	Furnish & Install 8-inch PVC C-900 Main	Lin. Ft.	3400	\$84.70	\$287,980.00	3,329	1,528.00	\$129,421.60	\$6,471.08	\$122,950.52	1,801.00	\$152,544.70	\$7,627.24	\$144,917.47	\$122,950.52	\$281,966.30
19	201.1.4	Furnish & Install 12-inch PVC C-900 Main	Lin. Ft.	610	\$125.50	\$76,555.00	587	0.00	\$0.00	\$0.00	\$0.00	587.00	\$73,668.50	\$3,683.43	\$69,985.08	\$0.00	\$73,668.50

Contract 1-23
Sanitary Storm Sewer, Water, and Street Construction
Burr Ave., Chestnut St., Dieckhoff St., Laudan Blvd.

Item Code	Item Description	UofM	QTY	Unit Price	Extension	Quantity Completed to Date	Pay Request No.1				Pay Request No.2				Previously Paid	Total Due Contractor	
							Contractor Completed This Period QTY	Contractor Completed This Period \$	Retainage Due this Period	Due this Estimate	Contractor Completed This Period QTY	Contractor Completed This Period \$	Retainage Due this Period	Due this Estimate			
20	202.1.2	Furnish & Install 1.25-inch PE Water Service in ROW by Trenching	Lin. Ft.	1600	\$57.00	\$91,200.00	1,514	0.00	\$0.00	\$0.00	\$0.00	1,514.00	\$86,298.00	\$4,314.90	\$81,983.10	\$0.00	\$86,298.00
21	202.2.2	Furnish & Install 1.25-inch PE Water Service in ROW by Pulling	Lin. Ft.	100	\$15.00	\$1,500.00	62	0.00	\$0.00	\$0.00	\$0.00	62.00	\$930.00	\$46.50	\$883.50	\$0.00	\$930.00
22	202.3.2	Furnish & Install 1.25-inch PE Water Service in ROW by Drilling	Lin. Ft.	100	\$30.90	\$3,090.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	202.4.2	Furnish & Install 1.25-inch PE Water Service from ROW to Structure by Trenching	Lin. Ft.	100	\$30.90	\$3,090.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24	202.5.2	Furnish & Install 1.25-inch PE Water Service from ROW to Structure by Pulling	Lin. Ft.	100	\$30.90	\$3,090.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25	202.6.2	Furnish & Install 1.25-inch PE Water Service from ROW to Structure by Drilling	Lin. Ft.	100	\$30.90	\$3,090.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26	202.7.1	Furnish & Install 1.25-inch PE Service from ROW to Structure by Pulling w/Sanitary Sewer Pipeburst	Lin. Ft.	2500	\$3.09	\$7,725.00	1,854	1,371.00	\$4,236.39	\$211.82	\$4,024.57	483.00	\$1,492.47	\$74.62	\$1,417.85	\$4,024.57	\$5,728.86
27	202.8.1	Furnish & Install 1.25-inch PE Service from ROW to Structure by Excavation in same Trench as Sanitary Lateral	Lin. Ft.	100	\$7.50	\$750.00	62	0.00	\$0.00	\$0.00	\$0.00	62.00	\$465.00	\$23.25	\$441.75	\$0.00	\$465.00
28	202.9.2	Furnish & Install 1.25-inch Service Brass Set	Each	79	\$482.00	\$38,078.00	54	0.00	\$0.00	\$0.00	\$0.00	54.00	\$26,028.00	\$1,301.40	\$24,726.60	\$0.00	\$26,028.00
29	203.1.1	Furnish & Install Cathodic Protection to Water Service	Each	6	\$230.00	\$1,380.00	18	0.00	\$0.00	\$0.00	\$0.00	18.00	\$4,140.00	\$207.00	\$3,933.00	\$0.00	\$4,140.00
30	203.1.3	Water Service Connection to Structure	Each	79	\$824.00	\$65,096.00	34	0.00	\$0.00	\$0.00	\$0.00	34.00	\$28,016.00	\$1,400.80	\$26,615.20	\$0.00	\$28,016.00
31	203.1.4	Water Service Extra Hole (Curb Stop Connection)	Each	3	\$515.00	\$1,545.00	2	0.00	\$0.00	\$0.00	\$0.00	2.00	\$1,030.00	\$51.50	\$978.50	\$0.00	\$1,030.00
32	203.1.6	Abandon Valve Box	Each	7	\$200.00	\$1,400.00	1	0.00	\$0.00	\$0.00	\$0.00	1.00	\$200.00	\$10.00	\$190.00	\$0.00	\$200.00
33	203.1.7	Abandon Valve Manhole	Each	1	\$650.00	\$650.00	2	1.00	\$650.00	\$32.50	\$617.50	1.00	\$650.00	\$32.50	\$617.50	\$617.50	\$1,300.00
34	204.2.4	Furnish & Install 8-inch MJRW Valve and Box	Each	13	\$2,674.00	\$34,762.00	12	6.00	\$16,044.00	\$802.20	\$15,241.80	6.00	\$16,044.00	\$802.20	\$15,241.80	\$15,241.80	\$32,088.00

Contract 1-23
Sanitary Storm Sewer, Water, and Street Construction
Burr Ave., Chestnut St., Dieckhoff St., Laudan Blvd.

Item Code	Item Description	UofM	QTY	Unit Price	Extension	Quantity Completed to Date	Pay Request No.1			Pay Request No.2			Previously Paid	Total Due Contractor			
							Contractor Completed This Period QTY	Retainage Due this Period \$	Due this Estimate	Contractor Completed This Period QTY	Retainage Due this Period \$	Due this Estimate					
35	204.2.6	Furnish & Install 12-inch MJRW Valve and Box	Each	2	\$4,480.00	\$8,960.00	2	0.00	\$0.00	\$0.00	\$0.00	2.00	\$8,960.00	\$448.00	\$8,512.00	\$0.00	\$8,960.00
36	205.1	Furnish & Install Hydrant, Lead and Valve	Each	8	\$7,507.00	\$60,056.00	7	4.00	\$30,028.00	\$1,501.40	\$28,526.60	3.00	\$22,521.00	\$1,126.05	\$21,394.95	\$28,526.60	\$52,549.00
37	205.2	Abandon Hydrant	Each	4	\$250.00	\$1,000.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water						\$699,549.00			\$184,014.59	\$9,200.73	\$174,813.86		\$427,263.67	\$21,363.18	\$405,900.49	\$174,813.86	\$611,278.26
38	301.4	Furnish and Relay 10-inch Storm Sewer	Lin. Ft.	380	\$56.90	\$21,622.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
39	301.5	Furnish and Relay 12-inch Storm Sewer	Lin. Ft.	1410	\$58.95	\$83,119.50	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40	301.5.1	Furnish and Relay 15-inch Storm Sewer	Lin. Ft.	640	\$59.95	\$38,368.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
41	303.1	Furnish and Install 4-inch Storm Sewer Lateral	Lin. Ft.	900	\$48.20	\$43,380.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
42	304.1	Furnish and Install Sump pump Pit (separate)	Each	10	\$412.00	\$4,120.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
43	304.2	Furnish and Install Sump Pump pit w/ Sanitary Pipeburst	Each	3	\$257.50	\$772.50	4	0.00	\$0.00	\$0.00	\$0.00	4.00	\$1,030.00	\$51.50	\$978.50	\$0.00	\$1,030.00
44	305.1	Furnish and Install Catch Basin	Each	16	\$1,967.00	\$31,472.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
45	305.8	Adjust Storm Catch Basin	Each	2	\$700.00	\$1,400.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
46	305.9	Remove Storm Catch Basin	Each	16	\$250.00	\$4,000.00	1	0.00	\$0.00	\$0.00	\$0.00	1.00	\$250.00	\$12.50	\$237.50	\$0.00	\$250.00
47	306.1	Furnish and Install Storm Manhole	Vert Ft	31	\$512.75	\$15,895.25	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
48	306.8	Adjust Storm Manhole	Each	2	\$700.00	\$1,400.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
49	306.9	Remove Storm Manhole	Each	8	\$250.00	\$2,000.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50	308.2.4	Install and Maintain Type "D" Inlet Protection	Each	22	\$72.10	\$1,586.20	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Storm						\$249,135.45			\$0.00	\$0.00	\$0.00		\$1,280.00	\$64.00	\$1,216.00	\$0.00	\$1,280.00
51	402.2.6.2	Remove Existing Pavement and Maintain Utility Trench	Lin. Ft.	12000	\$0.75	\$9,000.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
52	405.1	Sawcut Existing Bituminous Pavement	Lin. Ft.	500	\$1.55	\$775.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
53	402.2.6.1	Remove Existing Bituminous Pavement	Sq. Yd.	13000	\$0.01	\$130.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Contract 1-23
Sanitary Storm Sewer, Water, and Street Construction
Burr Ave., Chestnut St., Dieckhoff St., Laudan Blvd.

Item Code	Item Description	UofM	QTY	Unit Price	Extension	Quantity Completed to Date	Pay Request No.1			Pay Request No.2			Previously Paid	Total Due Contractor			
							Contractor Completed This Period QTY	Contractor Completed This Period \$	Retainage Due this Period	Due this Estimate	Contractor Completed This Period QTY	Contractor Completed This Period \$			Retainage Due this Period	Due this Estimate	
54	403.2.5.1	Remove Concrete Curb and Gutter	Lin. Ft.	6700	\$1.55	\$10,385.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
55	404.4.5	Remove Concrete Sidewalk/Driveway Apron	Sq. Ft.	20000	\$0.36	\$7,200.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
56	402.1.7.4	Unclassified Excavation	Cu. Yd.	9000	\$9.99	\$89,910.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
57	402.1.4.11	Furnish and Install Geogrid	Sq. Yd.	15000	\$1.90	\$28,500.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
58	401.1.1	Furnish and Install Crushed Aggregate Base	Ton	11000	\$15.86	\$174,460.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
59	403.2.1.7	Furnish and Install 30-inch Concrete Curb and Gutter (continuous)	Lin. Ft.	6600	\$16.48	\$108,768.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
60	403.2.1.8	Furnish and Install 30-inch Concrete Curb and Gutter (repair)	Lin. Ft.	100	\$61.80	\$6,180.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
61	404.3.2	Furnish and Install 6-inch Concrete Sidewalk/Driveway	Sq. Ft.	10000	\$6.64	\$66,400.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
62	404.1.1	Furnish and Install 4" Concrete Sidewalk	Sq. Ft.	10000	\$6.34	\$63,400.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
63	706.2	Install Detectable Warning Fields (supplied by City)	Each	30	\$77.25	\$2,317.50	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
64	402.1.5.3	Furnish and Install 1/2-inch rods	Lin. Ft.	550	\$2.06	\$1,133.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
65	102.1.5.3.1	Fine Grade Roadway	Sq. Yd.	12000	\$1.85	\$22,200.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
66	402.2.3.1	Furnish and Install HMA Pavement (4-inch)	Ton	2750	\$75.60	\$207,900.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
67	505.1	Furnish & Install Terracing, Fertilize, Seed & Hydromulch	Sq. Yd.	5000	\$7.72	\$38,600.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
68	706.1	Install and Maintain Traffic Control	Lump Sum	1	\$19,040.00	\$19,040.00	0	0.00	\$0.00	\$0.00	\$0.00	0.35	\$6,664.00	\$333.20	\$6,330.80	\$0.00	\$6,664.00
Street						\$856,298.50	0		\$0.00	\$0.00	\$0.00		\$6,664.00	\$333.20	\$6,330.80	\$0.00	\$6,664.00
Total						\$2,474,739.50			\$454,387.94	\$22,719.40	\$431,668.54		\$744,060.62	\$37,203.03	\$706,857.59	\$431,668.54	\$1,198,448.56

**City of Neenah
Department of Public Works
Contractor Request for Payment**

Contractor Name: MCC Inc.		Contract No. 5-23	
Address 2600 Roemer Rd		Contract Amount \$2,474,739.50	
City Appleton WI 54911			
Name of Project		Street Construction, Curb & Gutter, Sidewalk, and Apron	
Location of Project		Arthur Plat, Cardinal Plat, Integrity Acres, and Liberty Heights	
Pay Request No.	2	For Period	May 1, 2023 through May 31, 2023

CONTRACT SUMMARY

Original Contract Amount	\$2,776,445.00
Net Amount of Change Order	\$0.00
Adjusted Contract Amount	<u>\$2,776,445.00</u>

WORK PERFORMED TO DATE

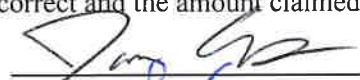

Work Performed to Date	\$1,038,675.93
Less Retainage of 5%. If different indicate here	\$51,933.80
Net Amount Earned to Date	\$986,742.13
Less Previous Payments	\$118,891.55
BALANCE DUE THIS PAYMENT	<u>\$867,850.58</u>

CONTRACT BREAKOUT

	Account Numbers	Budget Total	Contract Breakdown	Due This Estimate	Paid to Date
Street Construction-Arthur Plat	012-4629-743-0236	\$129,000.00	\$94,093.00	\$36,111.33	\$35,677.25
Street Construction-Cardinal Plat	012-4630-743-0236	\$363,000.00	\$272,842.00	\$81,364.18	\$69,188.50
Street Construction-Integrity Acres	012-4628-743-0236	\$743,000.00	\$479,047.00	\$287,304.70	\$14,025.80
Street Construction-Liberty Heights	012-4627-743-0236	\$2,031,000.00	\$1,765,463.00	\$346,429.38	\$0.00
Sidewalk Construction-Integrity Acres	012-5351-743-0236	\$118,000.00	\$118,000.00	\$78,242.00	\$0.00
Sidewalk Construction-Cardinal Plat	012-5352-743-0236	\$47,000.00	\$47,000.00	\$38,399.00	\$0.00
		<u>\$3,431,000.00</u>	<u>\$2,776,445.00</u>	<u>\$867,850.58</u>	<u>\$118,891.55</u>

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: 6/8/23
Certified by Public Works		Date: 6/12/23
Certified by Water Utility		Date:
Certified by Contractor		Date:
	Approved BPW _____	Date:
	Approved Common Council (Final Payments Only)	Date:

City of Neenah Contract 5-23
Street, Curb Gutter, Sidewalk, Apron
Arthur Plat, Cardinal Plat,
Integrity Acres and Liberty Heights

Item Code	Item Description	UofM	QTY	Unit Price	Extension	Quantity Completed to Date	Pay Request No.1				Pay Request No.2						
							Contractor Completed This Period		Retainage Due this Period	Due this Estimate	Contractor Completed This Period		Retainage Due this Period	Due this Estimate	Previously Paid	Total Work Performed To Date	
							QTY	\$			QTY	\$					
1	405.1	Sawcut Existing Bituminous Pavement	Lin. Ft.	1,200	\$1.65	\$1,980.00	510	0.00	\$0.00	\$0.00	\$0.00	510.00	\$841.50	\$42.08	\$799.43	\$0.00	\$841.50
2	402.2.6.1	Pulverize existing 2-inch HMA pavement	Sq. Yd.	31,000	\$0.50	\$15,500.00	21,900	1,900.00	\$950.00	\$47.50	\$902.50	20,000.00	\$10,000.00	\$500.00	\$9,500.00	\$902.50	\$10,950.00
3	403.2.5.1	Remove Concrete Curb and Gutter	Lin. Ft.	80	\$4.00	\$320.00	40	30.00	\$120.00	\$6.00	\$114.00	10.00	\$40.00	\$2.00	\$38.00	\$114.00	\$160.00
4	404.4.4	Remove Concrete Sidewalk/Driveway Apron	Sq. Ft.	70,000	\$0.41	\$28,700.00	37,200	5,050.00	\$2,070.50	\$103.53	\$1,966.98	32,150.00	\$13,181.50	\$659.08	\$12,522.43	\$1,966.98	\$15,252.00
5	402.1.7.4	Unclassified Excavation	Cu. Yd.	6,650	\$12.40	\$82,460.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	402.1.4.1.1	Furnish and Install Geogrid	Sq. Yd.	2,000	\$2.00	\$4,000.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	401.1.1	Furnish and Install Base Crushed Aggregate Base	Ton	18,250	\$13.00	\$237,250.00	2,800	0.00	\$0.00	\$0.00	\$0.00	2,800.00	\$36,400.00	\$1,820.00	\$34,580.00	\$0.00	\$36,400.00
8	403.2.1.7	Furnish & Install 30-inch Concrete Curb and Gutter (continuous)	Lin. Ft.	30,000	\$14.60	\$438,000.00	19,644	5,500.00	\$80,300.00	\$4,015.00	\$76,285.00	14,144.00	\$206,502.40	\$10,325.12	\$196,177.28	\$76,285.00	\$286,802.40
9	404.4.1	Furnish & Install 4-inch Concrete Sidewalk Repair	Sq. Ft.	19,000	\$6.57	\$124,830.00	16,000	0.00	\$0.00	\$0.00	\$0.00	16,000.00	\$105,120.00	\$5,256.00	\$99,864.00	\$0.00	\$105,120.00
10	404.4.2	Furnish & Install 6-inch Concrete Sidewalk/Driveway Apron Repair	Sq. Ft.	77,000	\$7.78	\$599,060.00	41,489	5,200.00	\$40,456.00	\$2,022.80	\$38,433.20	36,289.40	\$282,331.53	\$14,116.58	\$268,214.95	\$38,433.20	\$322,787.53
11	105.2	Adjust sewer manhole	Each	155	\$725.00	\$112,375.00	45	0.00	\$0.00	\$0.00	\$0.00	45.00	\$32,625.00	\$1,631.25	\$30,993.75	\$0.00	\$32,625.00
12	203.1.6	Adjust Water Valve Box	Each	55	\$100.00	\$5,500.00	21	0.00	\$0.00	\$0.00	\$0.00	21.00	\$2,100.00	\$105.00	\$1,995.00	\$0.00	\$2,100.00
13	306.6	Furnish and install Chimney Seal	Each	73	\$835.00	\$60,955.00	0	0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	305.7	Adjust Storm Catch Basin	Each	82	\$550.00	\$45,100.00	49	0.00	\$0.00	\$0.00	\$0.00	49.00	\$26,950.00	\$1,347.50	\$25,602.50	\$0.00	\$26,950.00
15	308.2.3	Install & Maintain Catch Basin Protection Type C	Each	88	\$55.00	\$4,840.00	35	0.00	\$0.00	\$0.00	\$0.00	35.00	\$1,925.00	\$96.25	\$1,828.75	\$0.00	\$1,925.00
16	9999	Fine grade road base	Sq. Yd.	48,000	\$1.30	\$62,400.00	18,000	0.00	\$0.00	\$0.00	\$0.00	18,000.00	\$23,400.00	\$1,170.00	\$22,230.00	\$0.00	\$23,400.00
17	402.2.3.1	Furnish & Install HMA Pavement (4-inch)	Ton	10,550	\$70.00	\$738,500.00	2,275	0.00	\$0.00	\$0.00	\$0.00	2,275.00	\$159,250.00	\$7,962.50	\$151,287.50	\$0.00	\$159,250.00
18	402.1.5.1	Furnish and Install 1/2-inch rods	Lin. Ft.	2,100	\$1.50	\$3,150.00	800	0.00	\$0.00	\$0.00	\$0.00	800.00	\$1,200.00	\$60.00	\$1,140.00	\$0.00	\$1,200.00
19	403.2.4.7	Furnish & Install Detectable Warning Fields (Furnished by City)	Each	30	\$100.00	\$3,000.00	27	2.00	\$200.00	\$10.00	\$190.00	25.00	\$2,500.00	\$125.00	\$2,375.00	\$190.00	\$2,700.00
20	505.1	Furnish & Install Terracing, Fertilize, Seed & Hydromulch	Sq. Yd.	40,000	\$4.95	\$198,000.00	1,000	0.00	\$0.00	\$0.00	\$0.00	1,000.00	\$4,950.00	\$247.50	\$4,702.50	\$0.00	\$4,950.00
21	706.1	Install and Maintain Traffic Control	LS	1	\$10,525.00	\$10,525.00	0.50	0.10	\$1,052.50	\$52.63	\$999.88	0.40	\$4,210.00	\$210.50	\$3,999.50	\$999.88	\$5,262.50
\$2,776,445.00								\$125,149.00	\$6,257.45	\$118,891.55		\$913,526.93	\$45,676.35	\$867,850.58	\$118,891.55	\$1,038,675.93	

Contract 11-23
Street Construction

Brookwood Fairwood and Hunt Ave

Line Item	Item Code	Item Description	UofM	Quantity	Engineer Estimate		Northeast Asphalt, Inc.		MCC, Inc.		Michels Road & Stone, Inc.	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	405.1	Sawcut Existing Bituminous Pavement	Lin. Ft.	200	\$3.00	\$600.00	\$0.90	\$180.00	\$0.95	\$190.00	\$7.00	\$1,400.00
2	402.2.6.1	Remove Existing Bituminous Pavement	Sq. Yd.	9500	\$2.00	\$19,000.00	\$1.90	\$18,050.00	\$3.85	\$36,575.00	\$18.00	\$171,000.00
3	403.2.5.1	Remove Concrete Curb and Gutter	Lin. Ft.	300	\$5.00	\$1,500.00	\$3.50	\$1,050.00	\$3.00	\$900.00	\$9.00	\$2,700.00
4	404.4.4	Remove Concrete Sidewalk/Driveway Apron	Sq. Ft.	3000	\$2.00	\$6,000.00	\$1.50	\$4,500.00	\$0.50	\$1,500.00	\$2.00	\$6,000.00
5	402.1.7.4	Unclassified Excavation	Cu. Yd.	5900	\$15.00	\$88,500.00	\$10.00	\$59,000.00	\$18.45	\$108,855.00	\$6.00	\$35,400.00
6	402.1.4.11	Furnish and Install Geogrid	Sq. Yd.	9500	\$3.00	\$28,500.00	\$2.10	\$19,950.00	\$2.60	\$24,700.00	\$1.00	\$9,500.00
7	401.1.1	Furnish and Install Base Crushed Aggregate Base	Ton	8000	\$16.00	\$128,000.00	\$14.80	\$118,400.00	\$15.55	\$124,400.00	\$7.00	\$56,000.00
8	403.2.1.8	Furnish & Install 30-inch Concrete Curb and Gutter (repair)	Lin. Ft.	300	\$70.00	\$21,000.00	\$71.55	\$21,465.00	\$62.25	\$18,675.00	\$75.00	\$22,500.00
9	404.4.1	Furnish & Install 4-inch Concrete Sidewalk Repair	Sq. Ft.	2000	\$7.00	\$14,000.00	\$9.80	\$19,600.00	\$8.00	\$16,000.00	\$13.00	\$26,000.00
10	404.4.2	Furnish & Install 6-inch Concrete Sidewalk/Driveway Apron Repair	Sq. Ft.	1000	\$8.00	\$8,000.00	\$12.80	\$12,800.00	\$9.00	\$9,000.00	\$15.00	\$15,000.00
11	105.2	Adjust sewer manhole	Each	16	\$800.00	\$12,800.00	\$556.00	\$8,896.00	\$625.00	\$10,000.00	\$100.00	\$1,600.00
12	203.1.6	Adjust Water Valve Box	Each	4	\$200.00	\$800.00	\$250.00	\$1,000.00	\$47.25	\$189.00	\$50.00	\$200.00
13	306.6	Furnish and install Chimney Seal	Each	7	\$600.00	\$4,200.00	\$480.00	\$3,360.00	\$465.00	\$3,255.00	\$375.00	\$2,625.00
14	305.7	Adjust Storm Catch Basin	Each	10	\$500.00	\$5,000.00	\$400.00	\$4,000.00	\$730.00	\$7,300.00	\$100.00	\$1,000.00
15	308.2.3	Install & Maintain Catch Basin Protection Type C	Each	12	\$150.00	\$1,800.00	\$65.00	\$780.00	\$80.00	\$960.00	\$100.00	\$1,200.00
16	9999	Fine grade road base	Sq. Yd.	9500	\$3.00	\$28,500.00	\$2.40	\$22,800.00	\$1.45	\$13,775.00	\$2.42	\$22,990.00
17	402.2.3.1	Furnish & Install HMA Pavement (4-inch)	Ton	2100	\$80.00	\$168,000.00	\$77.30	\$162,330.00	\$75.90	\$159,390.00	\$78.09	\$163,989.00
18	402.1.5.1	Furnish and Install 1/2-inch rods	Lin. Ft.	300	\$2.00	\$600.00	\$2.00	\$600.00	\$2.00	\$600.00	\$4.00	\$1,200.00
19	403.2.4.7	Furnish & Install Detectable Warning Fields (Furnished by City)	Each	4	\$75.00	\$300.00	\$400.00	\$1,600.00	\$50.00	\$200.00	\$150.00	\$600.00
20	505.1	Furnish & Install Terracing, Fertilize, Seed & Hydromulch	Sq. Yd.	200	\$12.00	\$2,400.00	\$18.00	\$3,600.00	\$31.08	\$6,216.00	\$22.00	\$4,400.00
21	706.1	Install and Maintain Traffic Control	Lump Sum	1	\$20,000.00	\$20,000.00	\$2,890.00	\$2,890.00	\$3,125.00	\$3,125.00	\$5,000.00	\$5,000.00
Total Bid						\$559,500.00		\$486,851.00		\$545,805.00		\$550,304.00

STATUS OF COUNCIL DIRECTIVES ISSUED MAY 17, 2023

Council Directive No. 2023-02

Date: June 7, 2023

Date of Directive: May 17, 2023

- A. **Item:** Alderman Skyrms – 2017 Wisconsin Act 243 repealed section 62.23 (7) (d) 2m.a of the state code which required an extraordinary vote regarding rezoning protest petitions. As a result, municipalities such as Appleton, Oshkosh, and others have made changes to their ordinances.

Motion by Skyrms, seconded by Steiner to recommend 2017 Wisconsin Act 243 and City of Neenah Ordinance 26-27(7) be reviewed by the Community Development Director Haese and City Attorney Rashid for their recommendation on the appropriate action, if any, by the end of next month.

City Attorney Rashid advised that according to Council Rules, a Council Directive is introduced at the first meeting via motion and second, but voted upon at the second meeting, therefore no vote can be taken tonight on the above proposed Council Directive.

Requesting Party: Ald. Skyrms

Status: June 7, 2023 Vote of 6-2 to move directive forward.



M E M O R A N D U M

DATE: June 16, 2023
TO: Mayor Lang, Council President Borchardt and Council Members
FROM: Chris A. Haese, Director of Community Development and Assessment
RE: **Council Directive – Rezoning Protest Petitions**

Staff has completed a substantial amount of the research and analysis to provide a recommendation to Council on a possible amendment to the protest petition language within the Zoning Code.

However, given the state legislatures recent action to modify state statutes to limit the authority of the City to impose a supermajority vote on rezonings, Council discussion and action on a Zoning Code amendment may be a moot point. A summary of the proposed state law as well as the specific language is as follows:

This bill requires political subdivisions to approve certain permit applications related to residential housing developments that are consistent with certain local requirements **and limits the authority of a political subdivision to impose a supermajority requirement for a zoning ordinance amendment.** The bill also specifies procedures that apply to judicial review of certain local determinations related to land use.

66.10015 (3) (a) Except as provided in par. (b) and ss. 59.69 (5) (e) 5m., 60.61 24(4) (c) 3., and 62.23 (7) (d) 2m., the enactment of a zoning amendment shall be approved by a simple majority of a quorum of the members-elect.

It is my understanding this bill is being forwarded to the Governor for his signature and at which point the change will become law.

Given the pending Governor's action, staff is recommending the Council delay action on the Council Directive regarding Zoning Code petition language until the Governor's action is certain.