

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
February 11, 2025 @ 5:00 PM
Hauser Room, 211 Walnut Street

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision-making responsibility. This may constitute a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

AGENDA

1. Approval of Minutes of the Meeting of January 28, 2025 (Attachment)
2. Public Appearances
3. Fleet #8 Single Axle Patrol Truck (Attachment)
4. Fleet #10 Tandem Axle Patrol Truck with Super Combo V-Box Salter (Attachment)
5. Licenses
 - a. Approve the Temporary Class "B" (Picnic) License Application to St. Gabriel Parish, 900 Geiger Street, Neenah (Attachment)
6. Nicolet Boulevard/Commercial Street Roundabout Feasibility Study Analysis- Intergovernmental Cooperation Agreement (Attachment)
7. N. Commercial Street Bridge-Design Services for Structure Repair (Attachment)
8. 2025 City Hall HVAC Upgrade Proposal (Attachment)
9. Project Notification Process (Attachment)
10. Public Works General Construction and Department Activity Report (Attachment)
11. Announcements/Future Agenda Items
12. 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 **City Clerk Office at (920)886-6101** or the **City's ADA Coordinator at (920)886-6106** or e-mail attorney@neenahwi.gov at least 48 hours prior to the scheduled meeting or event to request an accommodation.

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, January 28, 2025

Present: Chairperson Lendrum, Alderperson Borchardt, Hillstrom, and Weber

Excused: Alderperson Pollnow

Also Present: Mayor Lang, Public Works Director Kaiser, Community Development and Assessment Director Haese, Police Chief Olson, Park & Recreation Director Kading, Assistant Police Chief Bernice, Police Captain Van Sambeek, Public Works Superintendent Radtke, Fleet Specialist Streubel, Public Works Office Manager Mroczkowski, Frank Cuthbert, Scott Becher, and Flo Bruno

Approval of Minutes of the Meeting of January 7, 2025

Motion by Hillstrom, Seconded by Weber to approve the minutes of the meeting of January 7, 2025.

Call for vote by Chairman Lendrum

Motion Carried. All voting Aye. 4/0

Public Appearance

Scott Becher, 1061 Green Acres Lane, Neenah-Mr. Becher spoke regarding the Graef Arrowhead Park Design Contract Amendment agenda item. He stated that he would like to know what the total cost of developing this property will be, including the cost of soil remediation.

GRAEF Arrowhead Park Design Contract Amendment

C.A. **Motion by Borchardt, Seconded by Weber to recommend Council accept and place on file the revised Master Plan of Arrowhead Park.**

Community Development and Assessment Director Haese reviewed his revised memo of January 24, 2025. He stated that there were minor changes to the master plan. He stated that the changes include the relocation of the parking by the lake to the welcome center area, text changes addressing and identifying the sensitivity around the park and its location on public trust property, such as renaming some of the buildings to reflect more of a community perspective, and accessibility and connectivity to the river. Director Haese stated that these changes were made to strengthen the reality the city is sensitive to the public trust impacts of this project and that the city is upholding the intent of the public trust doctrine.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 4/0

Report

Motion by Weber, Seconded by Hillstrom to recommend Council approve the contract Amendment with GRAEF Engineering in the amount of \$12,700 for Arrowhead Master Plan modifications and for additional engineering work required of DNR for the placement of additional fill material on Arrowhead Park. Funding for the Amendment to be provided from Arrowhead Park carry forward funds included in the 2025 Capitol Improvement Budget.

Aldersperson Borchardt asked if changes will again need to be made to the master plan after the soil borings are done. He asked if we should have waited to amend the master plan until the soil borings were done. Director Haese stated that borings are being done for the structural integrity of the building locations. He stated that there is not a lot of variability on the park site, so he does not feel that there will be any issues.

Director Haese stated that during the preliminary engineering work it was identified that additional fill would be needed to ensure sufficient cover over utilities planned for the park. He stated that staff recognized that the fill from the Douglas Park Storm Water Pond project would be ideal material for the Arrowhead site. Director Haese stated that using this fill required DNR approval. He stated that with GRAEF's assistance, the city was able to get DNR approval in a timely manner. Director Haese stated that the city was able to haul 15,000 to 20,000 cubic yards of fill to the Arrowhead site, saving the city \$160,000.00.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 4/0

ECS Subsurface Exploration and Geotechnical Engineering-Arrowhead Park

Report

Motion by Hillstrom, Seconded by Weber to recommend Council approve contracting with ECS Midwest, LLC to provide 22 geotechnical borings and boring analysis on Arrowhead Park at a cost of \$71,290.00. Funding for the exploration work to be provided from Arrowhead Park carry forward funds included in the 2025 Capital improvement Budget.

Director Haese stated that the original borings were done in 2018. He stated that since then, the project has been refined and it was determined that 22 additional borings are needed. He stated that these borings are necessary to ensure there is proper cover and to ensure the geotechnical integrity of the soil to support whatever improvements are done to the site.

Alderperson Borchardt asked, as it is planned today, all improvements that are going to be made to the site will not impact the landfill cap. Director Haese stated that is the goal.

Call for vote by Chairperson Lendrum

Motion Carried. All voting aye. 4/0

Fleet #BM 3-2025 Building Maintenance Tractor

Report

Motion by Hillstrom, Seconded by Borchardt to recommend Council approve the purchase of a 2025 John Deere 1025R Compact Tractor with attachments from Riesterer & Schnell in the amount of \$40,357.88 and purchase additional small equipment for the tractor not to exceed \$2,000.00. The funding source for this purchase coming from the Capital Equipment Budget.

Public Works Superintendent Radtke stated that this tractor is used at City Hall, Library and the Harrison Street Storm Water Pond. He stated that the current tractor is undersized and does not have the right type of equipment for the jobs that it is doing. He stated that the new one will fit the job needs better and be more efficient for the user.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 4/0

Fleet #71A-2024 Skid Mounted Leaf Vac

Report

Motion by Borchardt, Seconded by Weber to recommend Council approve the purchase of an OBD DCL-700 Skid Mounted Leaf Vac from RNOW, Inc. in the amount of \$98,575.25 and additional materials to fabricate the leaf box and picker not to exceed \$20,000.00.

Public Works Superintendent stated that this is a direct replacement. He stated that the truck it is used on will need to be modified to fit the piece of equipment.

Call for vote by Chairperson Lendrum

Motion Carried. All voting aye. 4/0

Refuse and Recycling Carts

Report

Motion by Weber, Seconded by Borchardt, to recommend Council approve the purchase of a combined 724 refuse and recycle carts from Sierra Container Group in the amount of \$39,786.00.

Public Works Superintendent stated that with the growth of the city we are issuing a lot of carts. He stated that this is a split truckload with 362 garbage carts and 362 refuse carts split into 95-gallon and 65-gallon carts.

Call for vote by Chairperson Lendrum

Motion Carried. All voting aye. 4/0

Police Department Request for Vehicle Replacements

Report

Motion by Hillstrom, Seconded by Borchardt to recommend Council authorize the Neenah Police Department to purchase replacement vehicles for squad #1, squad #5, Behavioral Health Officer vehicle #23, Community Service Aide vehicle #34 and MEG Unit Pickup truck #28 with a not to exceed amount of \$282,000.00 to include all equipment and changeover costs.

Fleet Specialist Streubel reviewed his memo of January 24,2025. He stated that there are 5 vehicles up for replacement this year. Squads #1 and #5, the Behavioral Health Officer vehicle #23, Community Service Aide #34, and the MEG Drug Unit Office Truck #28.

Fleet Specialist Streubel stated that Squad #1 and #5, 2021 Ford Police Utility vehicles will be replaced with 2025 Ford Hybrid Police Utility vehicles with squad #1 being used by the CSA Supervisor and squad #5 being a patrol vehicle. He stated that vehicle #23, 2017 Civilian Explorer will be replaced with a 2024 or newer Civilian SUV for the Behavioral Health Officer. He stated that vehicle #34, 2020 Chevrolet Colorado Truck used by the Community Services Aides is being replaced with a 2025 Ford Transit Cargo Van. Fleet Specialist Streubel stated that this vehicle is better equipped to get animals in and out of compared to a pickup truck. He stated that vehicle #28, 2019 MEG Drug Unit Pickup Truck will be replaced with another 2024 or newer full size pickup truck.

Call for vote by Chairperson Lendrum

Motion Carried. All voting aye. 4/0

Special Assessment Report for Preliminary Resolution 2024-23: Sanitary Sewer and Laterals and Wate Services Installation

C.A.

Motion by Borchardt, Seconded by Weber to authorize the Chairman of the Public Services and Safety Committee sign the Special Assessment Report for Preliminary Resolution 2024-23.

Call for vote by Chairperson Lendrum

Motion Carried. All voting aye. 4/0

Special Assessment Report for Preliminary Resolution 2024-25: Asphalt Pavement and Curb/Gutter Installation

C.A.

Motion by Hillstrom, Seconded by Borchardt to authorize the Chairman of the Public Services and Safety Committee sign the Special Assessment Report for Preliminary Resolution 2024-25.

Call for vote by Chairperson Lendrum

Motion Carried. All voting aye. 4/0

Project Notification Process

Motion by Hillstrom, Seconded by Weber to table item.

Call for vote by Chairperson Lendrum

Motion Carried. All voting aye. 4/0

Public Works General Construction and Department Activity Report
Announcements/Future Agenda Items

- 1) Contract 7-21 (Harrison Pond): Pumps troubleshooting continues. Sidewalk/trail and staining work is complete. Final topsoiling is about 50% complete. Topsoil is being provided from the Douglas Pond site.
- 2) Contract 7-23 (High, River Utility and Street Construction): Work is complete. A punchlist was provided to the contractor. Final quantities have been prepared.
- 3) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St-Utilities and Street): Work is complete. Final quantities have been prepared.
- 4) Contract 2-24 (E. Doty Av - Utilities and Street): Work is complete. Final quantities are being prepared.
- 5) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street, Temporary asphalt paving on Freedom Meadows Drive and Liberty Avenue): Work is complete. Final quantities are being prepared.
- 6) Contract 4-24 (S. Park Avenue Easement – Utilities): Work is about 95% complete. One service needs to be drilled in, manhole sealing done and restoration.
- 7) Contract 5-24 (North St - Utilities and Street): Work is complete. Final quantities are being prepared.
- 8) Contract 6-24 (Jewelers Park Drive): Work is on the original contract is complete. Work on the Arrowhead Park loop road will be done in spring.
- 9) Contract 7-24 (Misc Concrete Pavement/Sidewalk Repair): The majority of the work is complete. The sidewalk on the west side of the north end of Baldwin will be done when arrangements have been finalized with the abutting property owner.

- 10) Contract 8-24 (Misc Asphalt Pavement/Sidewalk Repair): Work is complete. Final quantities are being prepared.
- 11) Contract 11-24 (Douglas Park Pond): Work is ongoing. Pond excavation will be complete early the week of 1/27.
- 12) Contract 13-24 (S. Commercial St Turn Lane at Winneconne Av): The contract was awarded to Vinton Construction. The work has not been scheduled. We are working through the property acquisition.
- 13) S. Commercial Street: A public meeting in advance of the start of construction is being scheduled. The pre-construction meeting for the project is scheduled for February 19. A construction public information meeting has been tentatively scheduled for February 20.

Director Kaiser stated that he would provide information to the Council when that has been finalized.
- 14) 2025 Projects: Design is well along on our 2025 street and utility projects. The schedule calls for award recommendations coming to the Common Council meeting on 3/5.

Announcements

NONE

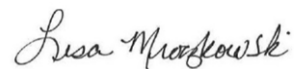
Adjournment

Motion by Hillstrom, Seconded by Borchardt to adjourn at 5:55 PM.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 4/0

Respectfully submitted,



Lisa Mroczkowski
Public Works Office Manager



Department of Public Works
1495 Tullar Road • Neenah WI 54956
Phone 920-886-6260 • Fax 920-886-6269
e-mail: gradtke@neenahwi.gov

P R O P O S A L

Fleet #8 Single Axle Patrol truck

- | | | |
|--|---------------|--------------|
| • Truck Country of Wisc.
Kaukauna, WI | Freightliner | \$119,000.00 |
| • Packer City Trucks
Appleton, WI | International | \$113,174.80 |
| • Quality Truck Care Center
Oshkosh, WI | Western Star | \$124,184.00 |
| • Kriete Truck Centers
Fond du Lac, WI | Mack | \$149,796.00 |
| • JX Trucks
De Pere, WI | Peterbilt | \$138,744.59 |

Equipment Package for Fleet #8

- | | | |
|--|--|--------------|
| • Monroe Truck Company
De Pere, WI | | \$133,323.00 |
| • Casper's Truck Equipment
Appleton, WI | | \$193,247.00 |

Note: The equipment package includes the snowplow and wing, dump body, tailgate salter, controls, and safety lighting.

Staff recommends purchasing a 2025 International Single axle chassis for \$113,174.80 from Packer City International of Appleton equipped with a single axle equipment package for \$133,323.00 from Monroe Truck Company of De Pere, for a total cost of \$246,497.80.

Staff also recommends purchasing a new 2-way radio and additional safety equipment not to exceed \$1000.00.

Existing equipment (Fleet #8) will be retained for a replacement water truck #41 or sold at auction with an estimated value of \$8,000.00 to \$10,000.00.

Budgeted 2025 amount of \$250,000.00
(Page 315 Item #1 in 2025 Budget Book)



Apr 19, 2021 1:51:55 PM
1495 Tullar Road
Neenah
Winnebago County
Wisconsin



Department of Public Works
1495 Tullar Road • Neenah WI 54956
Phone 920-886-6260 • Fax 920-886-6269
e-mail: gradtke@neenahwi.gov

P R O P O S A L

Fleet #10A Tandem Axle Patrol Truck with super combo v-box salter

- | | | |
|--|---------------|--------------|
| • Truck Country of Wisc.
Kaukauna, WI | Freightliner | \$128,900.00 |
| • Packer City Trucks
Appleton, WI | International | \$126,539.25 |
| • Quality Truck Care Center
Oshkosh, WI | Western Star | \$135,899.00 |
| • Kriete Truck Centers
Fond du Lac, WI | Mack | \$159,956.00 |
| • JX Trucks
De Pere, WI | Peterbilt | \$156,936.53 |

Equipment Package with salter for Fleet #10A

- | | | |
|--|--|--------------|
| • Monroe Truck Company
De Pere, WI | | \$231,614.00 |
| • Casper's Truck Equipment
Appleton, WI | | No Bid |

Note: The equipment package includes the snowplow and wing, dump body, removable v-box salter, all controls, and safety lighting.

Staff recommends purchasing a 2025 International Tandem axle chassis for \$126,539.25 from Packer City International of Appleton equipped with a tandem axle salter equipment package for \$231,614.00 from Monroe Truck Company of De Pere, for a total cost of \$358,153.25

Staff also recommends purchasing a new 2-way radio and additional safety equipment not to exceed \$1000.00.

Existing equipment (Fleet #10A) will be traded in for an offered amount of \$32,000.00

Budgeted 2025 amount of \$315,000.00
(Page 315 Item #7 in 2025 Budget Book)

Overage of \$44,153.25 is to come from the Capital Equipment Fund balance.

10A



#6 with v-box salter



Public Services & Safety Committee

February 11, 2025

Temporary Class "B" (Picnic) License Application

Applicant	Name of Event	Beer/Beer&Wine	Location	Date(s) of Event
St. Gabriel Parish	Friday Fish Fries	Beer only	900 Geiger St	3/14, 3/21, 3/28, 4/4, & 4/11, 2025

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 \$ 50

Application Date: 1/31/25
County of Winnebago

Town Village City of Neenah

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 3/14, 3/21, 3/28, 4/4, 4/11 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 St. Gabriel Parish

(b) Address 900 Geiger ST
(Street) Town Village City

(c) Date organized 07/01/1959

(d) If corporation, give date of incorporation 07/01/1959

(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 Rev. Robert Kollath 151 Andrew Ave, Neenah, WI 54956
Vice President _____
Secretary Julie Klein 4914 Grandview Rd Larsen, WI 54947
Treasurer Lynn Hopfensperger W6904 Sunnyvale Ln Apt 3, Greenville WI 54942

(g) Name and address of manager or person in charge of affair: Christopher Wautlet 1357 Campbell St, 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 900 Geiger St

(b) Lot _____ Block _____

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

(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: Cafeteria and gym

3. Name of Event

(a) List name of the event Fish Fries

(b) Dates of event _____

(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 Rev. Robert J. Kollath 1-31-25
(Signature / Date)

St. Gabriel Parish
(Name of Organization)

Date Filed with Clerk 2/5/25

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____



Department of Public Works
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6241 • e-mail: gkaiser@ci.neenah.wi.us
GERRY KAISER, P.E.
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

DATE: February 5, 2025
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Nicolet Boulevard/Commercial Street Roundabout Feasibility Analysis – Intergovernmental Cooperation Agreement

The Cities of Neenah and Menasha are interested in evaluating the feasibility of constructing a roundabout at the 5-leg intersection comprised of Nicolet Boulevard, First Street, Commercial Street, Sanford Street, and Washinton Street. The 2025 budget includes \$15,000 for this study.

Attached is an Intergovernmental Cooperation Agreement with the City of Menasha for this study. Neenah will serve as the lead on the project. The cost of the study will be shared on a 50/50 basis with Menasha. Menasha will also pay a 10% administration fee.

At their meeting on February 3, 2025, the Menasha Board of Public Works recommended approval by their Council.

Staff recommends that Council authorize the appropriate city officials to sign the Intergovernmental Cooperation Agreement for the Roundabout Feasibility Analysis at Nicolet Boulevard and Commercial Street.

NICOLET BOULEVARD – COMMERCIAL STREET ROUNDABOUT ANALYSIS

INTERMUNICIPAL AGREEMENT CITY OF NEENAH - CITY OF MENASHA

THIS AGREEMENT is entered into under Wis. Stat., § 66.0301(2) & (7) between the City of Neenah, a Wisconsin Municipal Corporation, located in Winnebago County, State Wisconsin (hereafter “Neenah”); and the City of Menasha, a Wisconsin Municipal Corporation, located in Winnebago County, State of Wisconsin (hereafter “Menasha”).

Recitals

WHEREAS, Neenah and Menasha hereby agree to evaluate the five-way intersection (partially located in both cities) which encompasses portions of Nicolet Boulevard/Commercial Street/Washington Street/First Street/and Sanford Street, for the feasibility of constructing a roundabout (Study); and

WHEREAS, the intersection lies on the border of Menasha and Neenah; and

WHEREAS, a change in traffic control at the intersection impacts both cities; and

WHEREAS, Neenah and Menasha have negotiated an arrangement whereby Neenah will be the lead jurisdiction for the Study, and the parties will share in the Study’s costs as set forth below.

NOW, THEREFORE, in consideration of the above recitals, which are contractual, the exchange of mutual promises given, one city to the other, and for other good and valuable consideration the receipt of which is acknowledged, the parties hereby agree as follows:

1. Neenah shall be solely responsible for negotiating the contract for the Study. This includes, but is not limited to, preparing a Request for Proposal (RFP), evaluating proposals received and entering into a contract with the successful provider for the Study. The parties will share in the costs of these activities as set forth in Paragraph 4 below.
2. Menasha shall review the RFP and provide any feedback to Neenah prior to the solicitation process. Menasha shall also review and provide any feedback to Neenah on the proposals received. Neenah shall give due consideration to Menasha’s feedback prior to Neenah’s finalization of the contract with the Study’s provider.
3. While both parties will be ultimately responsible for paying the Study’s costs as set forth below, Neenah shall be initially responsible to pay the consultant performing the Study. Upon receipt of the completed Study’s report (or as otherwise provided in the prospective contract therefor) Neenah shall invoice Menasha for its proportionate (50%) share of the costs. The invoices shall only require payment for that portion of the Work then in place at the time the invoice is submitted. Menasha shall pay, as and for reimbursement, Neenah’s invoices within 30 days of their respective receipt.
4. The parties agree to share all costs in the following manner:
 - a. Each City will pay for half (50%) of the cost of the Study.

- b. Neenah shall review and recommend action on contract amendments related to the Study in consultation with Menasha. The decision of Neenah regarding such amendments shall be final. Neenah shall notify Menasha of said actions.
 - c. The parties agree that the final invoice submitted to Menasha shall include an administrative charge equal to 10% of Menasha's total cost share.
5. To the fullest extent permitted by law, each party shall defend, indemnify, and hold harmless the other party, and their respective elected officials, officers, employees, insurers and agents from and against all claims, damages, losses, and expenses, including but not limited to reasonable attorneys' fees, and statutory court costs (together "Claim") arising out of or resulting from or in connection with the performance of the Work, provided that either party's obligation under this section applies only to the extent of its negligence or intentional acts. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity or contribution that would otherwise exist and pertain.
6. Prior to its beginning the Work, Neenah shall require evidence acceptable to it necessary proof that the provider of the Study has secured and will maintain adequate insurance coverage as follows:
- Worker's Compensation: Statutory Limits
 - Employer's Liability:
 - Bodily Injury By Accident \$500,000 Each Accident
 - Bodily Injury By Disease \$500,000 Policy Limit
 - Bodily Injury By Disease \$500,000 Each Employee
 - Comprehensive Auto Liability Each Occurrence \$500,000
 Comprehensive Auto Liability insurance required under this paragraph shall be written on an "any auto" or Symbol 1 basis.
 - Umbrella Coverage \$2,000,000
 - Commercial General Liability
 - Each Occurrence Limit \$1,000,000
 - Personal/Advertising Injury Limit \$1,000,000
 - Products/Completed Operations Aggregate Limit \$2,000,000
 - Per Project General Aggregate Limit \$2,000,000

All insurance coverages shall be on a primary and non-contributing basis. In addition, a certificate of insurance shall be issued and provided to Neenah naming it and Menasha as additional insureds on the consultant's policy.

7. This Agreement represents the entire integrated agreement between the parties. This Agreement may only be amended by the written agreement of both parties.

8. Notices under this agreement shall be sent to the following addresses:

If to the City of Neenah:
City Clerk
City of Neenah
100 Main Street, Suite 200
Neenah, WI 54956

If to the City of Menasha:
City Clerk
City of Menasha
100 Main Street, Suite 200
Menash, WI 54952

Dated this _____ of _____, 2025.

CITY OF NEENAH

CITH OF MENASHA

By: _____
Jane B. Lang, Mayor

By: _____
Austin R. Hammond, Mayor

Attest: _____
Charlotte K. Nagel, City Clerk

Attest: _____
Kaija Snyder, City Clerk

I hereby certify that the necessary funds have been provided to pay for the liability incurred by the City of Menasha on the within contract.

By: _____
Director of Finance

Approved as to form:

David C. Rashid, Neenah City Attorney

Approved as to form:

Margaret J. Struve, Menasha City Attorney



Department of Public Works
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6241 • e-mail: gkaiser@ci.neenah.wi.us
GERRY KAISER, P.E.
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

DATE: February 7, 2025
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: N. Commercial Street Bridge – Design Services for Structure Repair

In 2023, we became aware of a hole that had formed in the sidewalk on the N. Commercial Street Bridge near Neenah Paper's loading dock. This is a challenging area since it essentially a point at which two separate bridge structures abut – the City's bridge and Neenah Paper's load dock. Temporary measures were taken to make it safe for pedestrians and Alfred Benesch & Company was hired to provide a report on the causes of the failure and potential solutions. They provided their report in early 2024 and funds were budgeted in 2025 for the design and implementation of repairs.

The Benesch report outlined several areas that need to be addressed – some related to the interface between the two structures and others related to the design of the bridge's abutment and wingwall. Staff asked Benesch to provide a proposal to prepare the plans or that work. Their proposal is attached.

Staff requests approval to hire Alfred Benesch & Company to provide professional services for the design of repairs to the N. Commercial Street Bridge at an amount not to exceed \$16,500.

January 23, 2025

Jason Eckhart, PE
City of Neenah Public Works
211 Walnut St. PO Box 426, Neenah WI 54956

RE: **Structure B-70-908**

Dear Mr. Eckhart,

Benesch is pleased to submit this proposal for professional engineering services for the structural design and repair of B-70-908 carrying STH 114 (Commercial St) over the Fox Rover. The structure repair location is limited to the southeast corner adjacent to the Neenah Paper Mill in Neenah, WI.

The repair plan, special provisions, and estimate will be developed utilizing existing as-built plans, recent structure inspection reports, and information/measurements gathered during a site visit. Access to the substructure is via a manhole located in the Neenah Paper Mill loading dock area. Benesch previously performed a site investigation and structure study to identify the potential cause of the deterioration at the southeast corner of the structure. Based on this field review it was determined that there were multiple contributing factors causing the deterioration. These factors were:

1. Loss of fill material from beneath the sidewalk and behind the S. abutment backwall.
2. No paving notch present to support the sidewalk/loading dock entrance.
3. Insufficient section of the sidewalk to handle routine and frequent loading from heavy truck traffic.

If authorized to proceed, Benesch will provide a structure plan, specifications and estimate which will address this deterioration by designing and detailing the following repairs.

1. Removal of existing damaged roadway curb/gutter and sidewalk at structure interface.
2. Concrete surface repair of the substructure at the interface with the private retaining wall.
3. Rubberized membrane waterproofing of the substructure.
4. Installation of a paving block at the location of the driveway entrance/sidewalk.
5. Replacement of the sidewalk and curb/gutter with a reinforced concrete pavement section (roadway approach slab).
6. Remove and replace tapered sidewalk section at the SE corner of the bridge.

As part of the design cost presented in this proposal Benesch will **exclude** the following items:

1. Preliminary structure plan submittal to WisDOT Bureau of Structures.
2. Coordination and staging with Neenah Paper Mill.
3. Utility relocation coordination.
4. Traffic control plans.
5. Design changes due to unexpected conditions during construction.

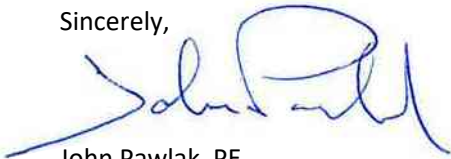
Compensation and Terms of Payment

Benesch will provide structure plans, specifications, and estimate as outlined above for a lump sum of \$16,500.

Additional Services

Any additional work requested by the City is beyond the scope of services described in the proposal and may be added by contract amendment. Thank you for allowing us the opportunity to provide our proposal for bridge design services.

Sincerely,



John Pawlak, PE
Project Manager



Department of Public Works
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6241 • e-mail: gkaiser@ci.neenah.wi.us
GERRY KAISER, P.E.
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

DATE: January 28, 2025
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: 2025 City Hall HVAC Upgrade Proposal

In a continuation of HVAC upgrades started in 2023 for the City Hall, staff requested a proposal from Energy Control & Design to upgrade 2nd floor variable air volume units (VAVs) and thermostats to digital controls. These upgrades will integrate with the digital HVAC control system installed in 2023, which allows remote building monitoring, control, and alarm notification. This type of work was done on the 3rd floor in late 2024.

The proposal includes the following:

- Remove the existing pneumatic controls.
- Install Siemens DXR terminal equipment controls onto 29 VAV boxes and 16 fan coil units.
- Replace 16 hot water zone valves.
- Install 29 full feature room sensors.
- Design modifications to provide a graphical user interface to the new controls.
- Floor plan and equipment graphics.
- Engineering and control drawings.
- Startup and commissioning.
- Truck and travel expenses.
- One-year warranty.

The cost for this proposal is \$76,914. The 2025 capital improvement budget includes \$60,000 for this work. To account for this difference, staff suggests deferring the purchase of windowsill material for city hall, which is in the 2025 capital budget for \$30,000. That purchase can be moved to 2026 for delivery and installation after the 2025 window replacement.

Staff recommends acceptance of the City Hall Third-floor VAV control upgrade proposal from Energy Control & Design in the amount of \$76,914 using 2025 budgeted funds and funds from the deferral of the 2025 windowsill purchase.



Department of Public Works
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6241 • e-mail: gkaiser@neenahwi.gov
GERRY KAISER, P.E.
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

DATE: January 23, 2025
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Project Notification Process

Council requested a discussion of the notification process for Public Works projects. The process is outlined below. Attached are the notifications and letters that are sent for each of the mailings along with the notification letter as revised by Ald. Pollnow.

First Notice: After the adoption of the Operating and CIP for the coming year, we send out a general notification letter to property owners abutting the affected streets. The letter for 2025 went out on Dec. 6. This notification is not statutorily required. It was started in 2016. This notification used to be by postcard but we've added some information necessitating the letter. I also think that the letter is read more often by the recipients. Our focus for this notification has been on assessable projects but, as we learned with the sidewalk projects in 2024, we need to think beyond assessable projects to include those that are not being assessed. When this was started, there was discussion of the appropriate time to send this notice – with the options being post-5 Year CIP approval or post operating/CIP approval. Given the potential for project changes and the desire to minimize resident confusion, the latter approach was adopted.

Second Notice: The second notification is the public hearing notification. It is a statutorily required step in the special assessment process and informs the property owners of the Common Council's public hearing for the project. It also invites the recipient to the public information meeting that is held prior to the Council meeting. This letter provides more information on the project along with estimated special assessment charges and is accompanied by authorization forms, service line schematics, and aldermanic information. This letter only goes out to properties that are receiving a special assessment for street or utility work.

Third Notice: The third letter that property owners receive is the construction start letter. This goes out when we know the contractor and the contractor's schedule. This letter provides more details on how the project will affect the property owners in their day-to-day activities. This letter is provided to the property owner and to tenants along the project, if we've determined that there are rental properties.

Ongoing Information: Once a project starts, we post regular project updates. Residents can sign up to receive these via email whenever they are posted.

Starting in 2024, these documents are also available through the Public Works page of the city website <https://www.ci.neenah.wi.us/departments/public-works/engineering-construction-2/project-information-for-residents/>

In addition to these formal notices, we place an article in the earliest available newsletter after budget approval with a table of the upcoming projects for the year.



December 5, 2024

MORGAN & LAU RINGEISEN
131 LEXINGTON CT
NEENAH WI 54956

RE: 2025 Street and Utility Construction on 131 LEXINGTON CT

Your property, fronts, is adjacent, or abuts a street that has been included in the City of Neenah's 2025 Capital Improvement Program Budget which was recently approved by the Common Council. This decision included a consideration of the street use, pavement condition, the condition of city utilities (sanitary sewer/water main/storm sewer) that lie under the street, pedestrian usage and other issues that may be unique to your street.

Information will be forwarded to you in the upcoming months, outlining the project including the actual work to be done on your street, parking restrictions, etc. To keep residents better informed of the project, a Property Information Form has been created. This will allow staff to have alternative ways to communicate with residents with information about the project. To access the form, we ask that residents please go to the link provided below and sign up or go to the Resident Project Information page under the Public Works- Admin/Engineering webpage.

Link: <https://neenahwi.seamlessdocs.com/f/2025ProjectPropertyOwnerInformation>

If you have any questions or concerns, please contact the Public Works Department at (920)886-6240.

Sincerely,

Gerry Kaiser, P.E.
Director of Public Works

Public Works Department
211 Walnut Street
P.O. Box 426
Neenah WI 54957-0426
Phone: 920-886-6240 Email: publicworks@neenahwi.gov

If you are receiving this letter, you are one of the property owners on the streets that have been approved/included in the City of Neenah's 2025 Capital Improvement Program. The decision to include your street/sidewalk was based upon the following criteria:

- Street Usage
- Pavement Condition
- Condition of utilities under the street including - sanitary sewer, water main & storm sewer
- Other issues that may be unique to your street

Street	Aldermanic District
1. South Commercial (Stanley to Winneconne)	District 1 & 2
2. Forest Manor Court(Marathon - South terminus)	District 2
3. Alexander Drive(Bruce - Commercial)	District 2
4. Lexington Court(Bruce - E terminus)	District 2
5. Bruce Street(Parkwood - Lexington)	District 2
6. Hickory Lane(Cecil - Baldwin)	District 1
7. Caroline Street(Lake - terminus)	District 3
8. Douglas Street(Henry - Commercial)	District 1
9. Elm Street(Division - Wisconsin)	District 1

More information will be sent to you in the upcoming months, outlining the project including the actual work to be done on your street, parking restrictions during construction(if any), etc.

To keep you better informed on the status of each street project, a resident project page has been created on the City of Neenah's website:

<https://www.ci.neenah.wi.us/departments/public-works/engineering-construction-2/project-information-for-residents/>

Public works staff will provide periodic project updates on the project page when available. If you would like more information now and/or have questions, please call the City of Neenah - Public Works Department - 920 886 6240

District 1 Alderman

Kathie Boyette

920 573 3393

kboyette@neenahwi.gov

Mark Ellis

920 257 7529

mellis@neenahwi.gov

Cari Lendrum

920 850 2433

clendrum@neenahwi.gov

District 2 Alderman

Brian Borchardt
920 205 3926
bborchardt@neenahwi.gov

Tamara Erickson
920 740 4080
terickson@neenahwi.gov

Dan Steiner
920 637 4685
dsteiner@neenahwi.gov

District 3 Alderman

Lee Hilstrom
920 722 0774
lhilstrom@neenahwi.gov

William Pollnow Jr
920 637 4980
wpollnow@neenahwi.gov

Scott Weber
920 216 0218
sweber@neenahwi.gov



Department of Public Works
211 Walnut Street, P.O. Box 426, Neenah, WI 54957-0426
Phone: 920-886-6240 Fax: 920-886-6250

January 24, 2024

Re: Utility and Street Construction on Bayview Rd., Belmont Ave., Belmont Ct., Cedar St., Doty Ave., North St., Quarry Ln., Reed St., S. Park Ave., Stevens St.

Construction of your street has been included in the City of Neenah's 2024 Capital Improvement Program budget. Construction may consist of street resurfacing or reconstruction, sanitary sewer replacement, water main replacement and storm sewer construction. The decision to include your street in the 2024 program included a consideration of the street use, the pavement condition, the condition of city utilities - sanitary sewer, water main and storm sewer - that lie under the street, and other issues that may be unique to your street.

A public hearing will be held at the City Administration Building, 211 Walnut Street, Neenah, on **Wednesday, February 7, 2024, at 7:00 pm**. The Public Hearing will enable you to present your views on this project. The public hearing notice is enclosed.

An **Informational Open House** will be held prior to the Public Hearing from 6:00 PM to 7:00 PM in the City Administration Building lobby. Public Works engineering staff will be available to answer project questions and to explain the construction process to help homeowners understand the scope of the work and options available to them. Plans and cost estimates will be available at that time. If you are unable to attend the meeting, please call the Department of Public Works with any questions at (920)886-6240.

Sanitary Sewer Construction

The sanitary sewer lateral carries wastewater from a house or building to the City sanitary sewer main. The sewer main is owned and maintained by the City. The property owner is responsible for maintenance or replacement of the lateral from the house to the sanitary sewer main

The city will require property owners to replace the lateral from the sanitary sewer main to the building if the lateral is considered defective. A lateral is considered defective if it is leaking or is made of clay or cast iron. The lateral may be left in place if the pipe material is not clay or cast iron and it is not leaking. The City does this replacement to prevent future repairs to the lateral under a new street and sidewalk and to reduce infiltration of clear water into the existing sewer. This decreases the utility's cost to treat the water, increases the capacity of the existing sewerage system and reduces sewerage backups. The estimated cost for this work is \$5,600 and will be cost shared with the property owner and sewer utility (50/50). The cost can vary greatly depending on the lateral length and type of construction.

Sump Pump

If the property does not have a sump pump there is a high probability that the building drain tile connects to the sanitary sewer lateral. This is an illegal connection and will be removed with the lateral replacement. With the removal of this connection, the water in the drain tile will not be able to drain, therefore, we highly recommend installing a sump pit connected to the drain tile with this work. The property owner should request that the contractor install the sump pump before they complete the work.

Water Main Construction

Water main construction may be done on your street as well. The work will consist of replacing the water main in the street and the water service from the main (in the street) to the curb stop. There is no assessment for this work.

Water Service

The water service carries potable water from the water main in the street into the house or building. During the replacement of the water mains, properties with lead or galvanized service lines will be required to replace their portion of the service line. Per Neenah Ordinance 2020-24, Neenah Water Utility is responsible for notifying property owners and ensuring the replacement of private lead and galvanized service lines during a construction event. We will not be able to determine if there is any lead or galvanized pipe connected to the property until the contractor begins excavating near the curb stop.

If there is lead or galvanized pipe on the Utility-owned portion of the service line (from the main to the curb stop), this portion will be replaced at no cost to you. However, the replacement of the private lead or galvanized service (from the curb stop to the water meter) is the responsibility of the property owner. Property owners have the choice of replacing the water service before construction begins or having the service line replaced as part of the construction contract. Generally, having the service line replaced as part of the construction contract is easier and less expensive. The cost to replace a private service line during a construction event and in conjunction with a sanitary lateral replacement is approximately \$1,500.00.

Storm Sewer Construction

Storm sewers may be constructed or replaced on your street. You will not be assessed for this work. Storm sewer laterals may be provided to the properties. This pipe is available for property owners to connect a sump pump discharge line.

Street Construction

Following the utility construction, the City's contractor will reconstruct or resurface the street with hot mix asphalt or concrete pavement. Property owners will not be assessed for the street construction. During roadway construction, there may be a period of time when you will not have access to your driveway-when the contractor is repairing the concrete curb/gutter, sidewalk or pavement and during concrete curing. You will be notified at least 24 hours in advance if this occurs. It may also be necessary to park on adjacent streets. Parking restrictions will be waived in these areas.

Tree Removal

The City will make efforts to preserve existing terrace trees before, during and after construction. The City Forester and engineering staff will evaluate trees prior to construction to identify those trees that may be negatively impacted by construction. Trees will be evaluated for health and location relative to construction. Unfortunately, circumstances will arise where healthy trees cannot be preserved. In that event, city staff will discuss the issues with the affected homeowner. Any trees that cannot be preserved will be removed by City forestry staff prior to the start of construction. Once construction is complete, City forestry staff will make every effort to replace all trees removed providing the site allows for planting a tree.

Financial Assistance

Low and moderate income households may be eligible for a grant or loan for sanitary lateral and/or water service replacement costs. Information is provided on the Neenah Housing Rehabilitation Program form (green) enclosed. Property owners should contact Carol Kasimor in the Community Development Department at (920) 886-6128 for further information and application forms. Financial assistance forms would need to be submitted to Carol Kasimor by **Friday, March 15, 2024**.

Payment of Sanitary Sewer Lateral and Water Service Construction Assessments

Assessments and extra work will be billed after completion of the project and may be paid in one of the following ways:

1. Cash on receipt of the invoice.
2. In full with property taxes.
3. On Deferred Plan: One-fifth of the amount will be placed on the property tax bill each year for five years, plus interest at a rate to be set by the Council on the unpaid balance, for bills exceeding \$100.00. Property owners will be instructed how to notify the City if they elect not to be placed on the installment plan.

Sincerely,



Gerry Kaiser, P.E.
Director of Public Works

Enc: Public Hearing Notice
Property Owner Authorization Form
Neenah Housing Rehabilitation Program Information
Sanitary Sewer Lateral and Water Service Diagram

cc: Mayor Lang
Planner Kasimor
Aldermen

**NOTICE OF PUBLIC HEARING ON SPECIAL ASSESSMENTS FOR BENEFITS
CONFERRED UPON PROPERTY BY CONSTRUCTING AND INSTALLING
IMPROVEMENTS IN SAID STREETS AS HEREINAFTER PROVIDED**

PLEASE TAKE NOTICE that the Common Council of the City of Neenah, has declared its intention to exercise its police power under City of Neenah Municipal Code, Section 13-1, and Wis. Stats. Sec. 66.0703 to levy special assessments upon property on both sides of the streets below described for benefits conferred upon such property by constructing and installing improvements in said streets as hereinafter provided:

Sanitary sewer laterals and water services for properties served by sanitary sewers and potable water on the following streets:

1. Belmont Avenue (Stevens St to Cedar St)	2. Belmont Court (Belmont Ave to terminus)
3. Cedar Street (E Doty Ave to Winnebago Hts)	4. E Doty Avenue (Commercial St to Pine St)
5. North Street (Green Bay Rd to Western Ave)	6. Quarry Lane (Higgins Ave to Reed St)
7. Stevens Street (Belmont Ave to Winnebago Hts)	8. S. Park Ave. Utility Easement
9. Bayview Road (S. Park Ave to Bayview Ln)	

The report of the Public Services and Safety Committee showing the estimated cost of said improvements, proposed assessments and award of damages is on file in office of the Director of Public Works and may be inspected there on any business day between the hours of 7:30 a.m. and 4:00 p.m.

You are further notified that the Common Council will hear all persons interested, their attorneys or agents, concerning matters contained in the preliminary resolution authorizing such assessments and award of damages at 7:00 p.m., on the 7th day of February 2024, in the Council Chambers in the City of Neenah Administration Building, 211 Walnut Street. All objections will be considered at such hearing and thereafter the amount of assessments will be finally determined.

Dated at Neenah, Wisconsin this 26th day of January 2024

Charlotte Nagel
City Clerk
Neenah, Wisconsin

Publish: January 26, 2024



NEENAH HOUSING REHABILITATION PROGRAM

Eligible Repairs

Basic structural and mechanical repairs of owner-occupied dwellings, including repair of roof, foundation, windows, doors, siding, electrical, plumbing, heating, energy efficiency improvements, and reduction of lead-based paint hazards.

Income Eligibility

Applications are accepted from City of Neenah residents who own and occupy residential property whose household income does not exceed the following limits:

Current income limits*

<u>Household Size</u>	<u>Maximum Annual Household Income (Gross)</u>
1	\$50,400
2	57,600
3	64,800
4	72,000
5	77,800

* Income limits change each year. Income must be eligible at time of assistance.

Liquid assets such as cash, savings, checking, CDs, retirement accounts, and securities that produce income are included in the income calculation. Applications are further evaluated on the basis of repayment of credit obligations, the total amount of proposed housing mortgage debt and the after-rehab value of the property.

Types of Assistance

Loans

- Deferred mortgage loans with no monthly payment, 0% interest, periodic reviews of income required.
- 6% installment mortgage loans with monthly payment and term based on review of income and debt.

Grants

To be eligible for a grant, the applicant must also qualify under all of the following conditions:

- Head of household is disabled or aged 62 or over and retired.
- The household's only income source is fixed, based on retirement or disability pay (no employment income).

Grant terms

\$3,600 maximum grant amount, five year amortization, no repayment necessary if occupied for 5 years.

For more information and to be pre-qualified, please contact the Neenah Department of Community Development at (920) 886-6128.

PROPERTY OWNER AUTHORIZATION FORM
Belmont Avenue/Belmont Court/ Cedar Street/Stevens Street

RETURN TO DEPARTMENT OF PUBLIC WORKS OR SUBMIT ONLINE AT
https://neenahwi.seamlessdocs.com/f/Contract_1_24
NO LATER THAN FEBRUARY 16, 2024

We being the owners or duly authorized agents of the owners of the property listed below, hereby authorize the City of Neenah to install the utilities indicated below, and agree to pay the City of Neenah for the costs of said utilities within 30 days of the date of invoice. By receiving the improvements shown below, we hereby waive all public hearing and notice requirements of Wisconsin Statutes §66.0703 and agree our property is benefited by those improvements to a value reasonably equivalent to the rates provided by the City of Neenah.

Should we fail to pay for the aforesaid costs within 30 days of the date of invoice, the City shall enter the costs on the current year property tax bill. Property owners can elect to pay costs in full with property taxes or place on deferred plan (one-fifth of the amount placed on the property tax bill each year for five years, plus interest at a rate to be set by Council on the unpaid balance). We understand and accept that we are responsible for all costs associated with the installation of said utilities and all restoration and/or replacement of the lawn, landscaping, private sidewalks and driveways which may be damaged while working on my water or sewer lateral

We further grant a temporary construction easement to the City of Neenah and their contractors to enter on the property described below to perform said work. Please complete this form in its entirety, sign, and return.

SANITARY SEWER LATERAL

The City of Neenah will require the sanitary sewer lateral replacement from the main to the house or building as part of the utility project if clay or cast iron is found and/or the sanitary sewer lateral if found to be defective.

- I will have the City replace my sanitary sewer lateral if clay or cast iron is found and/or it is found to be defective.
- I will replace the sanitary lateral: If clay or cast iron is found and/or the sanitary sewer lateral is found to be defective, I will take out the proper permits and replace the sanitary sewer lateral from the property line to the house or building (property owner's portion) with a private contractor. This work must be done by June 1, 2024.
- I have replaced my sanitary sewer lateral.

WATER SERVICE

The Neenah Water Utility will require replacement of the water lateral if lead or galvanized pipe is present or discovered, as part of the utility project.

- I will have the City replace my lead or galvanized pipe, if present, as part of the Utility contract.
- I will replace the water lateral: If lead or galvanized pipe is present or discovered, I will take out proper permits and replace the water lateral, from the curb stop to the meter setting (property owner's portion), with a private contractor. Work must be completed before construction commences.
- I certify that the lead/galvanized service line has been replaced in its entirety.

Owner Signature _____
Date

(Please Print)

Owner Name(s): _____

Property Address: _____

Home Phone: _____ Daytime Phone: _____

Mailing Address: _____
(If different than above)

(see other side)

Please list any information regarding your sewer lateral or water service that may be pertinent to this work or any other information or comments you may have.

**CITY OF NEENAH
ALDERMANIC CONTACT INFORMATION**

Aldermanic District 1

John Skyrms
jskyrms@ci.neenah.wi.us
920-383-1973

Kathie Boyette
kboyette@ci.neenah.wi.us
920-558-3410

Cari Lendrum
clendrum@ci.neenah.wi.us
920-850-2433

Aldermanic District 2

Dan Steiner
dsteiner@ci.neenah.wi.us
920-637-4685

Brian Borchardt
bborchardt@ci.neenah.wi.us
920-205-3926

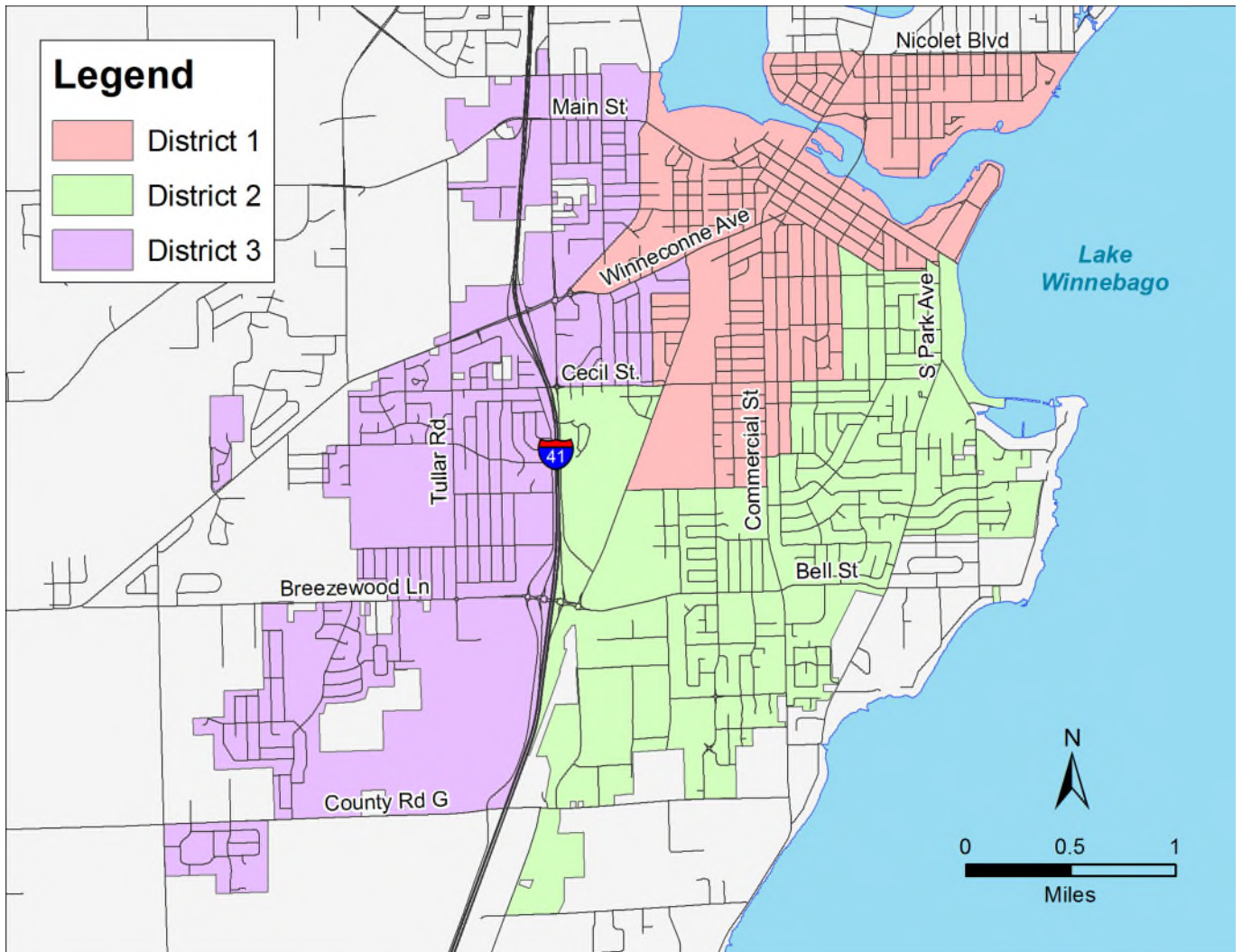
Tami Erickson
terickson@ci.neenah.wi.us
920-729-9157

Aldermanic District 3

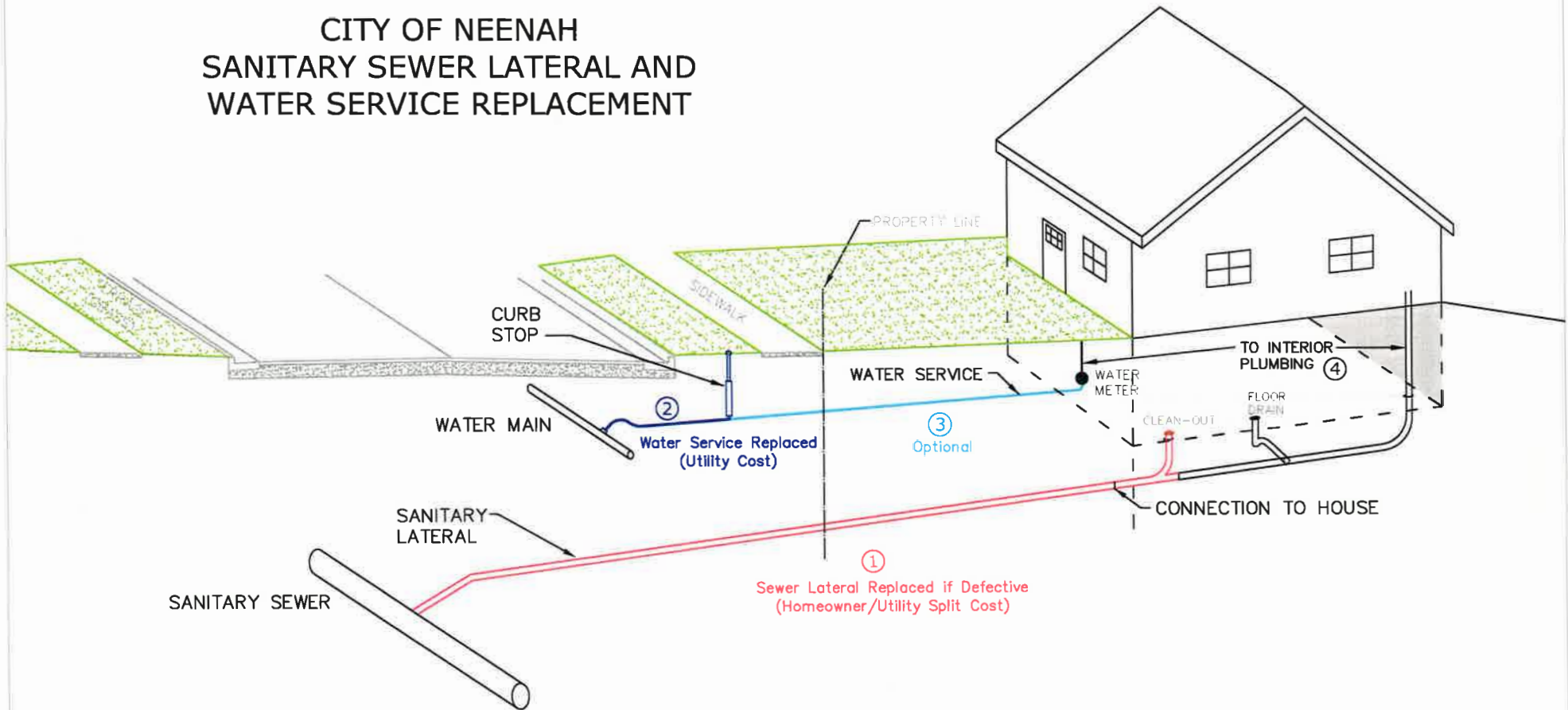
Scott Weber
sweber@ci.neenah.wi.us
920-216-0218

Lee Hillstrom
lhillstrom@ci.neenah.wi.us
920-722-0774

Todd Stevenson
tstevenson@ci.neenah.wi.us
920-722-5440



CITY OF NEENAH SANITARY SEWER LATERAL AND WATER SERVICE REPLACEMENT



- ① Homeowner and Utility split cost to replace sanitary sewer lateral from sanitary sewer main to house if defective, based on pipe material and integrity.
- ② Neenah Water Utility pays to replace the water service from the water main to the curb stop.
- ③ OPTIONAL: Homeowner decides if they want to replace the water service from the curb stop to the house. The homeowner pays to replace this portion of the water service. The Utility's contractor will be available to do this work if the homeowner chooses.
- ④ Homeowner pays to replace plumbing in the house, if desired. If done, this work must be performed by a licensed plumber chosen by the homeowner.

Estimated Costs

Replace Lateral \$5,000 to \$5,800 (Homeowner/Utility Split Cost)
Relay cost does not include restoration on private property.

Paid by Water Utility

Estimated Costs:

Option 1: Relay water service R/W to house \$1,972
Option 2: Relay with Sanitary lateral \$1,652
Option 3: Pull Service with Sanitary sewer pipeburst \$720

NOTES:

1. IT IS STRONGLY RECOMMENDED THAT A SUMP PUMP BE INSTALLED IF THE BUILDING CURRENTLY DOES NOT HAVE ONE. Many old sewer laterals had drain tile connected or leaks which drained the foundation. If a sump pit needs to be installed as part of pipebursting the sanitary sewer lateral, the cost is \$500.
2. It is illegal to connect the sump pump or drain tile to the sanitary sewer lateral or floor drain.
3. Prices shown are estimated, actual prices will be known after bids are received.



Neenah

W I S C O N S I N

Department of Public Works

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

Phone: 920-886-6240 Fax: 920-886-6250

March 1, 2024

«OWNER1»
«MAILING_ADDRESS_1»
«FULLCSZ»

RE: «SITEADDRESS»

The City's contractor, David Tenor Corporation, will begin utility and street construction on Belmont Avenue, Belmont Court, Cedar Street, and Stevens Street in the next week(s). Construction will be completed by November 2024. We will need your help to make this a successful project.

General Project Sequence

The project will consist of the following work:

- Install new sanitary sewer main
- Install new water main
- Install new sanitary laterals and water services
- Install new storm sewer
- Rest period (Contractor will not work for 1 month to allow trenches to settle more than can be achieved with mechanical compaction)
- Remove existing roadway (asphalt, and the existing stone base)
- Install geogrid and new aggregate road base
- Install/repair concrete curb & gutter and place concrete pavement
- Repair/replace existing concrete sidewalk/driveway aprons and install new sidewalk
- Restore terrace areas with topsoil, grass seed, fertilizer, and hydro-mulch
- Install new hot mix asphalt roadway (two lifts)

Garbage / Postal Service / Emergency Services

- During construction, refuse and recycling pick-up will continue on your regularly scheduled day. Please have your carts out before 6:30 A.M. when the construction crew is working on your street. Carts should be placed on the street or terrace area.
- The postal service will continue delivering and collecting mail as usual.
- Emergency services have been notified of the construction activity and will plan accordingly.

Parking and Accessibility

The streets will be open to local traffic only and residents will have access to their driveways during the majority of the project. Parking will not be permitted on the streets during the construction day (7 AM to 5 PM). Parking is available on adjacent streets. Other than NO PARKING zones, standard parking restrictions will be waived on adjacent streets for those vehicles displaying one of the enclosed Construction Parking Permits. There will be a period of time when residents will not have access to their driveways. This will occur during the concrete street paving and during, curb/gutter and driveway construction, and will last approximately 3 weeks. At least 24 hours advance notice will be given when limiting driveway access.

Terrace Restoration

The contractor will complete the terrace restoration adjacent to your property. After topsoil is placed and leveled, a mix of grass seed, fertilizer and mulch will be placed. Please water this daily to keep the soil moist until the new grass is well established. Please mow the grass and weeds when they reach 6". The grass should overtake the weeds with continued watering and mowing. The contractor will notify you when to begin watering.

Private Sewer Lateral Replacement

Please return your Property Owner Authorization Form (pink sheet) if you have not already done so. All sanitary laterals will be replaced to the homes unless previously relayed. The cost estimate for the sanitary lateral for the property owner share is approximately \$3,000.00.

Water Services Replacement

If there is lead or galvanized pipe on the Utility-owned portion of the service line (from the main to the curb stop), this portion will be replaced at no cost to you. However, the replacement of the private lead or galvanized service (from the curb stop to the water meter) is the responsibility of the property owner. Property owners have the choice of replacing the water service before construction begins or having the service line replaced as part of the construction contract. Generally, having the service line replaced as part of the construction contract is easier and less expensive. The cost of replacing a private service line during a construction event and in conjunction with a sanitary lateral replacement is estimated to be approximately \$1,500.00.

Carriage Walk

If a carriage walk exists adjacent to your property, between the City sidewalk and roadway, it will be removed with our project. If you would like to pay for this to remain, please contact the City for an estimated cost.

During the course of this project, there will be inconveniences such as noise, travel delays, dust, and other issues associated with street construction. The City of Neenah and the contractor are committed to working with the property owners to make this project run as smoothly as possible.

February 28, 2024

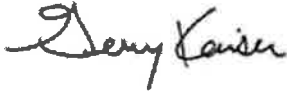
Page | 3

If you would like to receive weekly emails on construction updates, you can sign up for the Construction Newsletter on the City of Neenah webpage (www.ci.neenah.wi.us) under the

Department of Public Works. We thank you for your help and patience during this construction project. Please contact our department if you require special consideration for accessibility. If you have any questions, contact the individuals listed below or the Public Works Department at 920-886-6240.

City of Neenah Engineer Jason Eckhart..... 920-886-6246
City of Neenah Engineer Heath Kummerow 920-886-6245
David Tenor Corporation... David Tenor..... 920-360-9246

Sincerely,



Gerry Kaiser, PE
Director of Public Works

cc: Mayor Lang
Police Chief Olson
Fire Chief Kloehn
Aldermen



M E M O R A N D U M

DATE: February 5, 2025
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Public Works General Activity

- 1) Contract 7-21 (Harrison Pond): Pumps troubleshooting continues. Sidewalk/trail and staining work is complete. Final topsoiling is about 50% complete. Topsoil is being provided from the Douglas Pond site.
- 2) Contract 7-23 (High, River Utility and Street Construction): Work is complete. A punchlist was provided to the contractor. Several, but not all, items have been addressed. Final quantities have been prepared.
- 3) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St-Utilities and Street): Work is complete. Final quantities have been prepared.
- 4) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street, Temporary asphalt paving on Freedom Meadows Drive and Liberty Avenue): Work is complete. Final quantities are being prepared.
- 5) Contract 4-24 (S. Park Avenue Easement – Utilities): Work is about 95% complete. One service needs to be drilled in, manhole sealing done and restoration.
- 6) Contract 6-24 (Jewelers Park Drive): Work is on the original contract is complete. Work on the Arrowhead Park loop road will be done in spring.
- 7) Contract 7-24 (Misc Concrete Pavement/Sidewalk Repair): The majority of the work is complete. The sidewalk on the west side of the north end of Baldwin will be done when arrangements have been finalized with the abutting property owner.
- 8) Contract 11-24 (Douglas Park Pond): Work is ongoing. Pond excavation and storm pipe installation are complete. Final grading and landscaping will happen in spring.
- 9) Contract 13-24 (S. Commercial St Turn Lane at Winneconne Av): The contract was awarded to Vinton Construction. The work has not been scheduled. We are working through the property acquisition.
- 10) Contract 1-25 (Alexander, Lexington, Forest Manor Ct, Bruce, Southfield Plat Utilities and Street): The contract is scheduled for advertising on 2/11. Bid opening is scheduled for 2/25.
- 11) Contract 2-25 (Elm, Douglas Utilities and Street): The contract has been advertised. Bid opening is scheduled for 2/18.
- 12) Contract 3-25 (Caroline, Hickory Utility and Street Construction): The contract is scheduled for advertising on 2/18. Bid opening is scheduled for 3/4.
- 13) S. Commercial Street: The pre-construction meeting for the project is scheduled for February 19. A pre-construction public meeting is scheduled for February 20 at 5:00 p.m. in the Community Room and the Neenah Police Department.