



**City of Neenah
Board of Public Works Agenda
Wednesday, February 11, 2026 at 10:30 AM
Hauser Room
Neenah City Hall
211 Walnut Street**

- I. Call to order
- II. Appearances
- III. [Approval of the minutes of the January 15, 2026 meeting](#). (Minutes can be found on the city website)
- IV. Unfinished Business
 - A. None.
- V. New Business
 - A. Public Works – Director Kaiser
 1. Change Order No.3, Contract 13-24, Commercial St and Winneconne Ave Right Turn Lane, Vinton Construction, for cold weather concrete upgrade, in the amount of \$2,935.00. (Attachment)
 2. Pay Request No.2, Contract 5-25, HMA Repairs, to MCC Inc., in the amount of \$59,935.02. (Attachment)
 3. Pay Request No.4, Contract 10-25, City Hall Window and Exterior Door Replacement, to Omni Glass & Paint, in the amount of \$89,000.00. (Attachment)
 - B. Fire Station 31 Remodel – Chief Teesch
 1. Change Order No.1, Fire Station 31 Remodel, Notice of Scope Revision No. 3, exterior wall structural and insulation system improvements, in the amount of \$126,725.50. (Attachment)
 2. Change Order No.2, Fire Station 31 Remodel, Notice of Scope Revision No. 4, Hose tower foundation adjustments, in the amount of \$12,122.00. (Attachment)
 3. Change Order No.3, Fire Station 31 Remodel, Notice of Scope Revision No. 8, electrical transfer switch relocation, in the amount of \$10,576.31. (Attachment)
 4. Change Order No. 4, Fire Station 31 Remodel, Notice of Scope Revision No. 11, Deduct 15' of footing and wall for west stoop and pour thickened edge grade beam, credit amount of \$650.00. (Attachment)
 5. Change Order No. 5, Fire Station 31 Remodel, Notice of Scope Revision No. 12, add one push/pull door between dorm room and alarm room, in the amount of \$3,502.40. (Attachment)
 6. Approve SEH, Inc. invoice for Fire Station 31 Renovation Project for architectural fees in the amount of \$8,380.44. (Attachment)
- VI. Any announcements/questions for the Board
- VII. Adjournment

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 on which they have decision-making responsibility. This may constitute a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the Clerk's Office (920) 886-6100 or e-mail clerk@neenahwi.gov at least 48 hours prior to the scheduled meeting or event to request an accommodation.

Change Order 3
 Contract No: 13-24
 Contractor Vinton Construction
 Project: Right Turn Lane
 Streets: Commercial and Winneconne
 Current Contract Total: \$170,088.63

Account Number: 012-4350-743.02-36 Project Number: STR03 Budget: \$200,000

Notes:									
Line Item	Item Code	Description	UofM	Contract Bid Qty	Qty Change		New Bid Qty	Unit Price	Extension
					Add	Delete			
N/A		Cold Weather Covering Pavement	SY	0	368.00		368.00	\$5.00	\$1,840.00
N/A		Cold Weather Covering Sidewalk	SF	0	2,190.00		2,190.00	\$0.50	\$1,095.00
							0	\$0.00	\$0.00
							0	\$0.00	\$0.00
							0	\$0.00	\$0.00
							0	\$0.00	\$0.00
Total Change Order No.3									\$2,935.00

Reason for Change
 Cost difference for upgrade to cold weather curing concrete

Contract Amount

Contract Time Calendar Days

Original: \$148,308.43
 Previous C.O.'s (+/-): \$21,780.20
 This C.O.'s (+/-): \$2,935.00
 Revised: \$173,023.63

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

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

Contractor:  Date: 1/30/26
 Department:  Date: 2/3/26
 Water Department _____ Date: _____
 (If applicable) _____ Date: _____
 Board of PW: _____ Date: _____

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

Contractor Name:	MCC. Inc.	Contract No.	5-25
Address:	2600 N Roemer Rd PO Box 1137	Contract Amount	\$89,559.50
City	Appleton WI 54912-1137		
Name of Project	HMA Repairs		
Location of Project	Various Sites throughout City		
Pay Request No.	2	For Period	September 2025 through January 2026

CONTRACT SUMMARY

Original Contract Amount	\$89,559.50
Net Amount of Change Order	\$0.00
Adjusted Contract Amount	<u>\$89,559.50</u>

WORK PERFORMED TO DATE

Work Performed to Date	\$76,061.71
Less Retainage of 5%. If different indicate here	\$3,803.10
Net Amount Earned to Date	\$72,258.61
Less Previous Payments	\$12,323.59

BALANCE DUE THIS PAYMENT

\$59,935.02

CONTRACT BREAKOUT

	Account Numbers	Project #	Budget Total	Contract Breakdown	Due This Estimate	Paid to Date
San-Pavement Repair	046-5050-743.02-36	SEW10	\$20,000.00	\$20,000.00	\$19,581.37	\$0.00
San Misc R/R	046-5050-743.02-36	SEW16	\$180,000.00	\$4,822.21	\$2,729.00	\$0.00
Storm-Pavement Repairs	049-5050-743.02-36	STW10	\$200,000.00	\$1,559.50	\$1,003.05	\$0.00
Storm Misc R/R	049-5050-743.02-36	STW05	\$60,000.00	\$0.00	\$0.00	\$0.00
Water-Miscellaneous-Service	400-0499-770.99-99	WO585	\$250,000.00	\$2,583.33	\$1,170.39	\$0.00
Water S. Park Ave	400-0499-770.99-99	WO543	\$347,000.00	\$4,055.56	\$2,215.97	\$0.00
Water Plant Facade Repair	400-0499-770.99-99	WO577	\$100,000.00		\$9,169.01	\$0.00
Water Misc. Services	400-0402-770.67-30		\$250,000.00	\$23,288.90	\$9,740.39	\$0.00
Water Misc. Mains	400-0402-770.67-50		\$100,000.00	\$1,250.00	\$1,340.48	\$0.00
Street Misc Repair	012-5150-743.02-36	SM01	\$225,000.00	\$32,000.00	\$9,793.78	\$12,323.59
P&R Southview Tennis Court	013-8850-743.02-36	PRF12	\$0.00	\$0.00	\$1,193.54	\$0.00
P&R Arrowhead Trail	013-2476-743.02-36	APF01	\$0.00	\$0.00	\$1,998.04	\$0.00
			\$1,732,000.00	\$89,559.50	\$59,935.02	\$12,323.59

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:	_____
Certified by Public Works	_____	Date:	_____
Certified by Water Utility	_____	Date:	_____
Certified by Contractor	_____	Date:	_____
	Approved BPW _____	Date:	_____
	Approved Common Council (Final Payments Only)	Date:	_____

City of Neenah
Contract 5-25
HMA Street Repairs

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



P.O. Box 1137
 Appleton, WI 54912-1137
 Phone: 920-749-3360
 Fax: 920-749-3384

Invoice #: 65048

Date: 12/16/25

Application #: 2

Customer Reference: 5-25 HMA Pavement Repair

Invoice Due Date: 01/15/26

Payment Terms: NET 30 DAYS

To: CITY OF NEENAH
 PO BOX 426
 NEENAH, WI 54957-0426

Contract: 3687IM. Neenah - 5-25 HMA Pavement Repair

Cont Item	Description	Contract Amount	Contract Quantity	Quantity This Period	Quantity JTD	U/M	Unit Price	Amount This Period	Amount To-Date	% Compl
	Unclassified Excavation	1,168.00	20.00	0.00	0.00	CY	58.40000	0.00	0.00	0.00%
	Furnish And Install Crushed Aggregate Base	1,591.50	30.00	0.00	0.00	TON	53.05000	0.00	0.00	0.00%
	HMA Pavement Repair	55,000.00	500.00	364.50	451.27	TON	110.00000	40,095.00	49,639.70	90.25%
	Pavement Repair Preperation	16,300.00	2,000.00	1,530.00	1,880.00	SY	8.15000	12,469.50	15,322.00	94.00%
	Adjust Sewer Manhole	13,200.00	12.00	8.00	8.00	EA	1,100.00000	8,800.00	8,800.00	66.67%
	Install And Maintain Traffic Control	2,300.00	1.00	0.75	1.00	LSB	2,300.00000	1,725.00	2,300.00	100.00%

Total Billed To Date: 76,061.70
 Less Retainage: 3,803.10
 Less Previous Applications: 12,323.58
 Total Due This Invoice: 59,935.02

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

Contractor Name:	Omni Glass & Paint, LLC	Contract No.:	10-25
Address:	3530 Omni Dr	Contract Amount	\$460,961.00
City	De Pere WI 54115		
Name of Project	Window and Exterior Door Replacement		
Location of Project	Douglas Street and Elm Str		
Pay Request No.	4		January 2026

CONTRACT SUMMARY

Original Contract Amount	\$460,961.00
Net Amount of Change Order	\$0.00
Adjusted Contract Amount	<u>\$460,961.00</u>

WORK PERFORMED TO DATE

Work Performed to Date	\$365,334.00
Less Retainage of 5%. If different indicate here _____ 0%	\$0.00
Net Amount Earned to Date	\$365,334.00
Less Previous Payments	\$276,334.00

BALANCE DUE THIS PAYMENT **\$89,000.00**

CONTRACT BREAKOUT

	Account Numbers	Project #	Budget Total	Contract Breakdown	Due This Estimate	Paid to Date
Facilities	013-1850-743.02-36	MBF05	\$475,000.00	\$460,961.00	\$89,000.00	\$276,334.00

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	<u>Pat Benson</u>	Date: <u>2-3-20</u>
Certified by Public Works	<u>[Signature]</u>	Date: <u>2-3-20</u>
Certified by Water Utility		Date:
Certified by Contractor		Date:
	Approved BPW _____	Date:
	Approved Common Council (Final Payments Only)	Date:



OMNI GLASS & PAINT, LLC

3530 Omni Dr.
Oshkosh, Wisconsin 54904
920-233-3333
Fax: 920-236-7890
www.omnigp.com

CITY OF NEENAH
211 WALNUT ST
Neenah, WI 54956

Invoice Date: 1/29/2026
Invoice #: 0157820-IN
OMNI P.M.: CLARK
Customer PO #: 10-25
Terms: Net 10 Days

Account #	Job #	Job Description
20-G61714	GL25690	NEENAH CITY HALL WINDOW

ORIGINAL CONTRACT AMOUNT: \$460,961.00
 BILLABLE CONTRACT AMOUNT: 365,334.00
 LESS PREVIOUSLY INVOICED: 276,334.00
 AMOUNT BILLED THIS INVOICE: 89,000.00
 INVOICE TOTAL: 89,000.00

BILLING FOR JANUARY 2026

OVERDUE INVOICE SUBJECT TO
1% % INTEREST PER MONTH
OR 18% ANNUALLY





Memorandum

TO: Board of Public Works

FROM: Chief Teesch *TT*

DATE: February 3, 2026

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

The Fire Station 31 remodel project continues to progress as planned and remains within the overall approved project budget. As is typical with renovation projects of this age, several conditions were identified during construction that require formal change orders to ensure long-term functionality, safety, and reliability of the facility.

All requested change orders have been reviewed and recommended by the project team, architect, and City staff, and have been processed through established construction controls. The costs associated with these items are fully covered by the project's approved contingency funds.

I recommend approval of the following change orders for the Fire Station 31 Remodel Project, with funding to be provided from the project's approved contingency funds:

- **Change Order No. 1**, as described in **Notice of Scope Revision No. 3** – Exterior wall structural and insulation system improvements, **\$126,725.50**
- **Change Order No. 2**, as described in **Notice of Scope Revision No. 4** – Hose tower foundation adjustments, **\$12,122.00**
- **Change Order No. 3**, as described in **Notice of Scope Revision No. 8** – Electrical transfer switch relocation, **\$10,576.31**

Total approved amount: \$149,423.81

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

Please let me know if additional information is needed.

MILBACH
Construction
Services,
Company

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

Notice of Scope Revision

Requested By: Milbach Construction Date: 1/15/2026
Job No. 25-1028 SR No. 3revised
Owner Name: City of Neenah
Project Name: Neenah Fire Station 31 Renovation

The following items have caused or may cause changes in project cost and/or schedule:

Brief Description of Change: Change order per architect.

Detailed Description of Change: Exterior Wall System

Add \$126,725.50 to furnish and install approx. 2730LF of 14GA galvanized angle and 16GA galvanized adjustable angle sub framing at 16"OC over the existing 12" split face block. Furnish and install 300Lf of 1/2"x8"x8" angle with holes every 24" galvanized. Includes excavation, \$8,000 credit for demo. Frame behind stone and masonry.

Milbach Representative: Jon Strick

Subcontractors Involved: 1) Muza 2) Milbach 3) FVMF
4) Schelfhout 5) Gene Fredickson 6) _____

Contractor (is) (is not) to proceed with the work noted above. The change in the Contract price shall be determined as follows: (Check one)

_____ T & M (markups per Contract) Estimated Manhours: _____

_____ Estimated Total Cost (including material): _____

_____ Unit Price Estimated Total Cost (including material): _____

Fixed Price: \$ 126,725.50

_____ Other: _____

Estimated Schedule Delay: _____

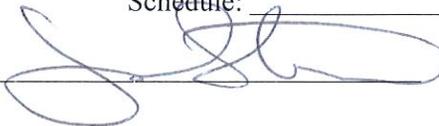
Other Impact and Indirect Costs Attributable to Change: 10% General requirements and bond.

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

Owner Representative: Trevor Frank- SEH

The Contract with the Owner is adjusted as follows:

Cost: \$126,725.50 Schedule: _____

Milbach Representative:  Date: _____

Owner Representative: _____ Date: _____

Attachments: Yes _____ No

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



EST. 1928

CHANGE ORDER REQUEST

2676 S. Oakwood Rd.

Oshkosh, WI 54904

(920) 235.4960 | muzasheetmetal.com

COR #: 251143-COR01

Job #: 251143--NEENAH FIRE STATION

Date: 11/21/2025

To:
MILBACH CONSTRUCTION
2651 NORTHRIDGE DRIVE
KAUKAUNA, WI 54130

Re:
NEENAH FIRE STATION
1080 BREEZEWOOD LN, NEENAH, WI 54956

We hereby propose to furnish all material and labor necessary to complete work as described below, in a good and workmanlike manner.

For the Net Sum of: \$78,635.00

Taxes Included: NO

REV #1: In addition to the original contract

Furnish and Install:

- Approximately 2730LF of 14Ga galvanized angle and 16GA galvanized adjustable angle sub framing at 16" OC over the existing 12" split face block per our discussion on-site 11/20/2025.

Includes:

- Engineering Structural Report (4 weeks from CO approval)

Excludes:

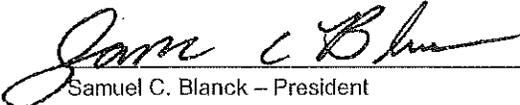
- Coping
- Air and moisture barrier
- Non standard work hours and overtime pay
- Cost associated with a payment management system

Estimated by: Troy Ring

Addendum or construction bulletin acknowledged N/A. All according to plans dated N/A and specifications dated N/A, as drawn by N/A architect.

Respectfully Submitted by:
Muza Sheet Metal Company, LLC.

Accepted by:


Samuel C. Blanck – President

- Noah

*Terms: Half down required to start the project with remainder due 30 days upon completion. *This proposal signed by you and returned to us shall constitute a contract. Any changes in contract must be agreed upon in writing. All agreements are contingent upon strikes, accidents, delays of carriers, and other contingencies unavoidable beyond our control. Quotation subject to 10 days acceptance.*

If it's Metal...It's Muza



Quote

Date	Quote #
1/8/2026	2021-6536RV

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

920-734-4921 office@foxvalleymetalfab.com

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

Terms	Good Thru	Project
	11/18/2025	

Description	Qty	Rate	Total
300' -- 1/2" X 8" X 8" ANGLE WITH HOLES EVERY 24" CUT TO 10' LENGTHS GALVANIZED LEAD TIME: 10-14 DAYS UPON RECEIPT OF ORDER ~~~~~ CHANGE ORDER ~~~~~ January 8, 2026 > Increased price of Labor/Materials from \$14,400.00 to \$21,450.00. Changed description of Labor/Materials. (+\$7,050.00) Total change to estimate +\$7,050.00 ~~~~~		21,450.00	21,450.00
Shop drawings are NOT included unless otherwise noted		Total	\$21,450.00

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

MILBACH
Construction
Services,
Company

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

Notice of Scope Revision

Requested By: Milbach Construction Date: 12/29/2025
Job No. 25-1028 SR No. 4Revised
Owner Name: City of Neenah
Project Name: Neenah Fire Station 31 Renovation

The following items have caused or may cause changes in project cost and/or schedule:

Brief Description of Change: RFI 7

Detailed Description of Change

Add \$12,120.00 Additional work per RFI 7 response. Form and pour footings approx.. 50'x22"x24" and 50' of 14"x24", form and pour walls approx.. 50' of 8" x 4', furnish and install reinforcing steel per plan. Includes \$4,000.00 credit for excavation and \$4,100.00 deduct for interior and exterior footings on base bid.

Milbach Representative: Jon Strick

Subcontractors Involved: 1) Delrar 2) _____ 3) _____
4) _____ 5) _____ 6) _____

Contractor (is) (is not) to proceed with the work noted above. The change in the Contract price shall be determined as follows: (Check one)

T & M (markups per Contract) Estimated Manhours: _____

Estimated Total Cost (including material): _____

Unit Price Estimated Total Cost (including material): _____

Fixed Price: \$ 12,122.00

Other: _____

Estimated Schedule Delay: _____

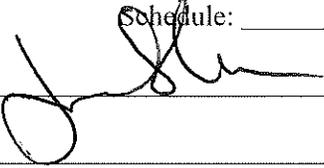
Other Impact and Indirect Costs Attributable to Change: 10% General requirements and bond.

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

Owner Representative: Trevor Frank- SEH

The Contract with the Owner is adjusted as follows:

Cost: \$12,122.00 Schedule: _____

Milbach Representative:  _____

Date: 12-29-25

Owner Representative: _____

Date: _____

Attachments: Yes No

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

DELRAR INC.

N136 Two Mile Rd. Appleton, WI 54914
PHONE: 920-731-5464 FAX: 920-731-7802
E-mail: travis@delrar.com

Milbach Construction
2651 Northridge Dr.
Kaukauna, WI 54130

Phone: 993-0735 Fax: 993-0738
Neenah Fire Station RFI #7 Revised
1080 Breezewood Ln.

Estimator: Travis Lehrer

Credit Excavating \$4000.00

We do hereby propose to furnish labor, material, and necessary insurance to do the following:

1. Form and pour revised detail footing pad approximately 26' x21' x18" with a 5' x5' opening. Add \$19,120.00 RFI 7
2. Form and pour walls approximately 50' of 8" x4'. Add \$10,830.00 CBI
3. Deduct for interior and exterior footings on base bid. Deduct \$4,100.00 RFI 7

We will do all RFI #7 for the sum of\$25,850.00

PLEASE NOTE: We have not estimated any excavating, backfilling, or fill. Any additional concrete used in uneven footings or site conditions will be billed at \$350.00 per cubic yard labor and material. Any additional time spent dewatering, digging, backfilling plumber's trenches, any hay, garbage, or dirt removal will be charged at \$88.00 per man hour, plus \$50.00 per day for a water pump, if necessary. We will not take any responsibility for any damage to property caused by trucks or equipment used necessary to complete this project. Any additional trips to the project will be charged at \$.85 per mile round trip material, plus \$88.00 per man hour labor.

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, BUILDER HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED BUILDER, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, THE OWNER WILL PROBABLY RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR CONSTRUCTION AND SHOULD GIVE A COPY OF EACH NOTICE TO HIS MORTGAGE LENDER, IF ANY. BUILDER AGREES TO COOPERATE WITH THE OWNER AND HIS LENDER IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

AMOUNTS NOT PAID WITHIN 15 DAYS FROM INVOICE OF PROJECT WILL BEAR A 1% LATE FEE. DELRAR, INC. IS AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE AND ANY COLLECTION COST, INCLUDING ATTORNEY'S FEES, ARE AGREED TO BE PAID. All agreements contingent upon strikes, accidents, or delays beyond control. Owner is to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

DELRAR, Inc. AUTHORIZED SIGNATURE: _____

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF IT IS NOT ACCEPTED WITHIN 30 DAYS FROM THE ABOVE DATE.

ACCEPTANCE OF PROPOSAL – The above prices, specifications and conditions are satisfactory and are hereby accepted.
You are authorized to do work as specified. Payment will be made as outlined above.

Date of acceptance:..... Signature:.....

MILBACH
Construction
Services,
Company

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

Notice of Scope Revision

Requested By: Milbach Construction Date: 1/13/26
Job No. 25-1028 SR No. 8
Owner Name: City of Neenah
Project Name: Neenah Fire Station 31 Renovation

The following items have caused or may cause changes in project cost and/or schedule:

Brief Description of Change: Construction Bulletin 05

Detailed Description of Change

Add \$10,576.31 for CB 5 relocate panels and transfer switch, Remove the existing automatic transfers switch and generator annunciator panel from their existing location and relocate them to the newly proposed location northeast of the new addition wall to get them out of the emergency vehicle driving lane. Capture the existing panel MDP and B branch circuits and extend them northeast over the new location. Add junction boxes in the ceiling as needed. Capture the applicable existing feeder conduits out of panel MDP and extend them over to the new panel location. Extend the 600-amp generator feeder further to the northeast to the new transfer switch location. No additional charge to relocate window locations.

Milbach Representative: Jon Strick

Subcontractors Involved: 1) Hubbartt 2) _____ 3) _____
4) _____ 5) _____ 6) _____

Contractor (is) (is not) to proceed with the work noted above. The change in the Contract price shall be determined as follows: (Check one)

_____ T & M (markups per Contract) Estimated Manhours: _____

Estimated Total Cost (including material): _____

_____ Unit Price Estimated Total Cost (including material): _____

Fixed Price: \$ 10,576.31

_____ Other: _____

Estimated Schedule Delay: _____

Other Impact and Indirect Costs Attributable to Change: 10% General requirements and bond.

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

Owner Representative: Trevor Frank- SEH

The Contract with the Owner is adjusted as follows:

Cost: \$10,576.31

Schedule: _____

Milbach Representative: _____

Date: 1/13/26

Owner Representative: _____

Date: 1/15/2026

Attachments: Yes _____ No

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

Hubbatt Electric Inc.

4315 Expo Dr.
Manitowoc, WI 54220

jnaidl@hubbarthelectric.com

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

PROPOSED CHANGE ORDER NOTICE

Attn: Jon Strick

Date: 1-9-26

Milbach Construction Services
2651 Northridge Drive
Kaukauna, WI 54130

PCO #1

RE: CB #5 – Re-locate Panels and Transfer Switch

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

Scope of work as follows:

- Remove the existing automatic transfer switch and generator annunciator panel from their existing location and relocate them to the newly proposed location northeast of the new addition wall to get them out of the emergency vehicle driving lane.
- Capture the existing panel MDP and B branch circuits and extend them northeast over to the new location. Add junction boxes in the ceiling as needed.
- Capture the applicable existing feeder conduits out of panel MDP and extend them over to the new panel location.
- Extend the new 600-amp generator feeder further to the northeast to the new transfer switch location.

Notes:

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

Proposed Change Order Amount: \$9,614.83

Thank you,

Hubbatt Electric Inc.

Jason Naidl,
Project Manager

I accept the above PCO _____ Date _____

▪ Industrial ▪ Commercial ▪ Residential ▪



Memorandum

TO: Board of Public Works
FROM: Chief Teesch *TT*
DATE: February 5, 2026
RE: **Fire Station 31 Remodel Project – Change Order Approval**

The Fire Station 31 remodel project continues to progress as planned and remains within the overall approved project budget. The requested change orders, below have been reviewed and recommended by the project team, architect, and City staff, and have been processed through established construction controls. The costs associated with these items are fully covered by the project's approved contingency funds.

I recommend approval of the following change orders for the Fire Station 31 Remodel Project, with funding to be provided from the project's approved contingency funds:

- **Change Order No. 4**, as described in **Notice of Scope Revision No. 11** – Deduct 15' of footing and wall for west stoop and pour thickened edge grade beam. **Credit \$650.00**
- **Change Order No. 5**, as described in **Notice of Scope Revision No. 12** – Add one push/pull door between dorm room and alarm room. \$3,502.40

Total approved amount: \$2,852.40

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

Please let me know if additional information is needed.

MILBACH
Construction
Services,
Company

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

Notice of Scope Revision

Requested By: Milbach Construction Date: 2/5/26
Job No. 25-1028 SR No. 11
Owner Name: City of Neenah
Project Name: Neenah Fire Station 31 Renovation

The following items have caused or may cause changes in project cost and/or schedule:

Brief Description of Change: CB 4

Detailed Description of Change

Credit \$650.00 to deduct 15' of footing and wall for west stoop and pour thickened edge grade beam.

Milbach Representative: Jon Strick

Subcontractors Involved: 1) Delrar 2) _____ 3) _____
4) _____ 5) _____ 6) _____

Contractor (is) (is not) to proceed with the work noted above. The change in the Contract price shall be determined as follows: (Check one)

_____ T & M (markups per Contract) Estimated Manhours: _____

Estimated Total Cost (including material): _____

_____ Unit Price Estimated Total Cost (including material): _____

Fixed Price: \$ -650.00

_____ Other: _____

Estimated Schedule Delay: _____

Other Impact and Indirect Costs Attributable to Change: _____

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

Owner Representative: Trevor Frank- SEH

The Contract with the Owner is adjusted as follows:

Cost: \$ -650.00 Schedule: _____

Milbach Representative:  _____

Date: 2/5/26

Owner Representative:  _____

Date: 2/5/2026

Attachments: Yes _____ No

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

DELRAR INC.

N136 Two Mile Rd. Appleton, WI 54914
PHONE: 920-731-5464 FAX: 920-731-7802
E-mail: travis@delrar.com

Milbach Construction
2651 Northridge Dr.
Kaukauna, WI 54130
Estimator: Travis Lehrer

Phone: 993-0735 Fax: 993-0738
Neenah Fire Station CB 04
1080 Breezewood Ln.

We do hereby propose to furnish labor, material, and necessary insurance to do the following:

1. Deduct 15' of footing and wall for west stoop and pour thickened edge grade beam. Angle iron by others.
Deduct \$650.00

PLEASE NOTE: We have not estimated any excavating, backfilling, or fill. Any additional concrete used in uneven footings or site conditions will be billed at \$350.00 per cubic yard labor and material. Any additional time spent dewatering, digging, backfilling plumber's trenches, any hay, garbage, or dirt removal will be charged at \$88.00 per man hour, plus \$50.00 per day for a water pump, if necessary. We will not take any responsibility for any damage to property caused by trucks or equipment used necessary to complete this project. Any additional trips to the project will be charged at \$.85 per mile round trip material, plus \$88.00 per man hour labor.

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, BUILDER HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED BUILDER, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, THE OWNER WILL PROBABLY RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR CONSTRUCTION AND SHOULD GIVE A COPY OF EACH NOTICE TO HIS MORTGAGE LENDER, IF ANY. BUILDER AGREES TO COOPERATE WITH THE OWNER AND HIS LENDER IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

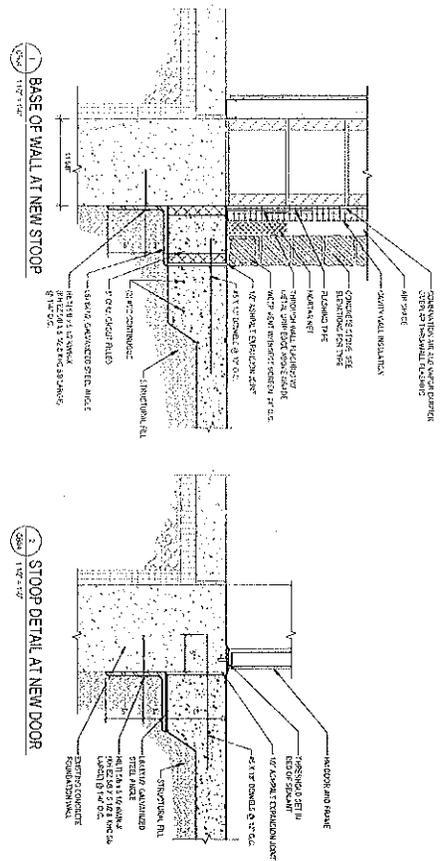
AMOUNTS NOT PAID WITHIN 15 DAYS FROM INVOICE OF PROJECT WILL BEAR A 1% LATE FEE. DELRAR, INC. IS AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE AND ANY COLLECTION COST, INCLUDING ATTORNEY'S FEES, ARE AGREED TO BE PAID. All agreements contingent upon strikes, accidents, or delays beyond control. Owner is to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

DELRAR, Inc. AUTHORIZED SIGNATURE: _____

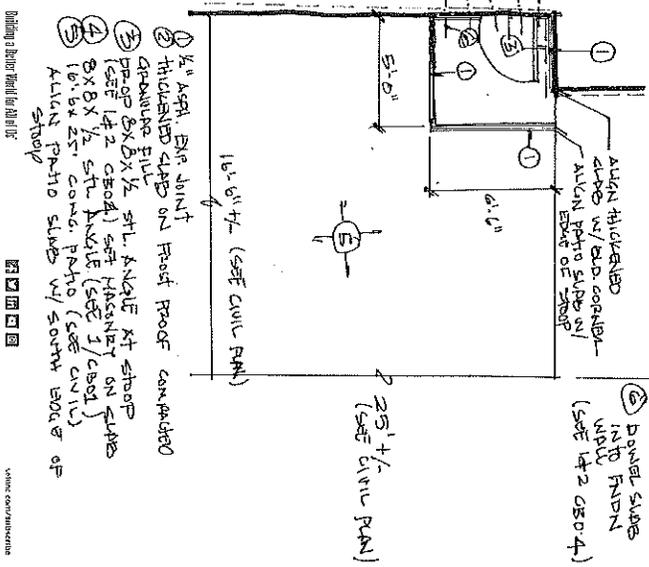
NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF IT IS NOT ACCEPTED WITHIN 30 DAYS FROM THE ABOVE DATE.

ACCEPTANCE OF PROPOSAL -- The above prices, specifications and conditions are satisfactory and are hereby accepted.
You are authorized to do work as specified. Payment will be made as outlined above.

Date of acceptance:..... Signature:.....



SEH
CB04 STOOP DETAIL
 PROJECT: NEENAH-MENASHA FIRE STATION 31 RENOVATION
 DRAWING NO: 2513135
 DATE: 11/14/2023
 DRAWN BY: [Name]
 CHECKED BY: [Name]



- 1. 1/2" ASPH. BUR JOINT
- 2. THICKENED SLAB ON ROOF ROOF COMPACTED GRANULAR FILL
- 3. PROP BX BX 1/2 STL ANGLE AT STOOP (SEE 142 CB04) SET MASSIVE ON SLAB BX BX 1/2 STL ANGLE (SEE 1/ CB04) 16" X 25" COMB. PATH (SEE CIVIL)
- 4. ALIGN PATH SLAB W/ SOUTH EDGE OF STOOP



**NEENAH-MENASHA FIRE RESCUE
 FIRE STATION 31 RENOVATION**

1630 Deerewood Ln, Menasha, WI 54956

CB04

NO.	REVISION	DATE	BY	CHECKED
1	ISSUED FOR PERMIT	11/14/23	[Name]	[Name]
2	ISSUED FOR CONSTRUCTION	11/14/23	[Name]	[Name]

MILBACH
Construction
Services,
Company

2651 Northridge Dr. Kaukauna, WI 54130

Phone: (920) 993-0735

Fax: (920) 993-0738

Notice of Scope Revision

Requested By: Milbach Construction Date: 2/5/26

Job No. 25-1028 SR No. 12

Owner Name: City of Neenah

Project Name: Neenah Fire Station 31 Renovation

The following items have caused or may cause changes in project cost and/or schedule:

Brief Description of Change: CB 7

Detailed Description of Change

Add \$3,502.40 for CB 7, furnish single door 142A - 3070 VT 1 3/4 5502 RFWO PFCSTM 5PLY Match/Edge N PC RH (AA Grade; BK/CtrBal; BKL; LB; SW453; Wood/Kit) 3070 SGL 534 M 16 CR KD RH (6; G18; U453, 5 3/4" MP; BI SUA), 3 hinges, 1 push plate, 1 straight pull, 1 protection plate, 1 wall stop. Glass and glazing of narrow lite in door, extend existing full height wall, finish and paint

Milbach Representative: Jon Strick

Subcontractors Involved: 1) Block Iron 2) HJ Martin 3) _____
4) _____ 5) _____ 6) _____

Contractor (is) (is not) to proceed with the work noted above. The change in the Contract price shall be determined as follows: (Check one)

_____ T & M (markups per Contract) Estimated Manhours: _____

Estimated Total Cost (including material): _____

_____ Unit Price Estimated Total Cost (including material): _____

Fixed Price: \$ 3,502.40

_____ Other: _____

Estimated Schedule Delay: _____

Other Impact and Indirect Costs Attributable to Change: 10% General requirements and bond.

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

Owner Representative: Trevor Frank- SEH

The Contract with the Owner is adjusted as follows:

Cost: \$3,502.40 Schedule: _____

Milbach Representative:  Date: 2/5/26

Owner Representative:  Date: 2/5/2026

Attachments: Yes _____ No

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



BLOCK IRON

& Supply Company

Architectural Doors & Hardware

Change Order

Oshkosh Block Iron & Supply Co. Inc.

PO BOX 557, 1016 Witzel Ave, Oshkosh, WI 54903
Tel: 920-231-8645 Fax: 920-231-3051

Order # **366261**

Order Name **366261 (CE) Neenah Fire
Station 31 Renovation**

Contemplated Change Order #2

CB #07

1	Single Door #142A	CORRIDOR 142 to WATCH 134	90° RH	
1	3070 VT 1 3/4 5502 RFWO PFCSTM 5 PLY MATCH/EDGE N PC RH (AA Grade; BK/CtrBal; BLK; LB; SW453; WOOD/KIT)			
1	3070 SGL 534 M 16 CR KD RH (6; G18; U453; 5 3/4" MP; BI SUA)			
3	Hinges	TA2714-MCK 4 1/2 X 4 1/2	26D	MC
1	Push Plate	70E 6 X 16	US32D	RO
1	Straight Pull	RM301 TYPE 1 FASTENING	US32D	RO
1	Protection Plate	K1050 10" x 34" CSK	US32D	RO
1	Wall Stop	409	US32D	RO

Taxes

WIE1 WISCONSIN TAX EXEMPT 0.00

Tax Total: 0.00

Grand Total: **1,390.00**



Est. 1931

320 South Military Avenue, Green Bay, WI 54303 | P.O. Box 11387, Green Bay, WI 54307
Phone: 920-494-3461 | Fax: 920-494-4177 | Website: www.hjmartin.com

Residential Flooring | Shower Doors | Floorcare | Tiled Showers | Backsplashes | Accent Walls
Commercial Glass & Glazing | Walls & Ceilings | Flooring | Millwork Installation | Doors & Hardware | Floorcare
National Retail Solutions Construction Management | New Store Fixture Installation | Remodels & Rollouts
Casework Installation | Merchandising | Concrete Polishing

CHANGE ORDER NUMBER: 002

Job Number: Job Name: Neenah Fire Station 31 Date: 12/10/25

Job Location: Neenah, WI

Company: Milbach Attention: Jon Strick

Phone: Email: jonmilbachconst@aol.com

Change Order/Additional Work Request:

Add for CB 07
- Add for glass and glazing of narrow lite in door 142A

Add the sum of: \$84.00

Pricing expires after 30 calendar days. If this contract is acceptable, sign below and return within 30 days of its date. Upon acceptance, this agreement is a binding contract. No merchandise may be returned for credit without prior written approval, and, will be subject to a 20% handling charge. Payments using a credit card may be subject to a 3.5% fee. No credit will be allowed on claims of error or shortage unless reported immediately. Unpaid invoices are subject to a 1.5% service charge with an annual rate of 18%. This agreement includes Additional Terms and Conditions set forth on its face or subsequent side. Terms of Payment: Net 15 days.

Proposed By: Phone: Email:

Accepted By: Date



Invoice

Invoice Number: **502985**

Short Elliott Hendrickson, Inc. FEIN: 41-1251208 | 651.490.2000 | 800.325.2055



BILL TO:

Travis Teesch
City of Neenah
125 E Columbian Ave
Neenah WI 54956

REMIT PAYMENT TO:

Short Elliott Hendrickson, Inc.
PO Box 64780
Saint Paul, MN 55164-0780

Pay This Amount	\$8,380.44
Due Date	11-MAR-26
Invoice Date	09-FEB-26
Bill Through Date	31-JAN-26
Terms	30 NET
SEH Customer Acct #	1883
Customer Project #	
Agreement / PO #	181239
Authorized Amount	\$465,580.00
Authorized Amount Remaining	\$110,994.27
Project Manager	Mark Zvitkovits mzvitkovits@sehinc.com 920.380.2800
Client Service Manager	Trevor Frank tfrank@sehinc.com 920.380.2800
Accounting Representative	Kim Stanek kistanek@sehinc.com 608.620.6199

Project #	Project Name	Project Description
181239	NEENA Fire Station 31 Reno	Fire Station 31 Renovation

Notes:

CC:

TEllis@nmfire.org

Fee

Description	Amount
(76.16% of \$465,580.00) less previously billed of \$346,205.29	\$8,380.44
	\$8,380.44

Invoice total \$8,380.44

Project Billing Summary

	<u>Current Amount Due</u>	Previously Invoiced	Cumulative
Totals	\$8,380.44	\$346,205.29	\$354,585.73