



**City of Neenah**  
**Board of Public Works Agenda**  
**Tuesday, May 23, 2023, 12:00 PM**  
**Neenah City Hall**

**NOTICE IS HEREBY GIVEN**, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision-making responsibility. This 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.

- I. Approval of the minutes of the May 9, 2023 meeting. (Minutes can be found on the City web site)
- II. Appearances.
- III. Unfinished Business.
- IV. New Business.
  - A. Public Works
    1. Change Order No. 1 for street, curb and gutter, sidewalk and apron construction for mill butt joints and 2-inch overlay repair on Oakridge Road from Tullar Road to where the concrete starts to the east of Tullar Road intersection to MCC, Inc. Appleton, WI, in the amount of \$29,250.00. (Attachment)
  - B. Water Utility
    1. Pay Request No. 4, Contract 11A-22, Water Service Replacement Reddin Avenue & Zemlock Avenue, Donald Hietpas & Sons Inc., Little Chute, in the amount of \$49,871.83. (Attachment)
  - C. Police Department Training Facility
    1. Change Order Neenah Police Training Center to provide water to Community Gardens to EGI Mechanical Inc, in the amount of \$9,700, funded by \$8,700 out of the Public Facilities fund and \$1,000 funded by the Community Gardens organization. (Attachment)
- V. Any announcements/questions for the Board.
- VI. Adjournment.

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the Clerk's Office (920) 886-6100 or the **City's ADA Coordinator at (920) 886-6106 or e-mail [attorney@ci.neenah.wi.us](mailto:attorney@ci.neenah.wi.us)** at least 48 hours prior to the scheduled meeting or event to request an accommodation.

**Minutes of the Board of Public Works Meeting  
Tuesday, May 9, 2023 at 11:30 a.m.**

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

**ALSO PRESENT:** Director of Parks & Recreation Kading and City Clerk Nagel.

**CALL TO ORDER:** Mayor Lang called the meeting to order at 11:32 a.m.

I. Approval of the minutes of the April 25, 2023 meeting. (Minutes can be found on the City web site)  
**MSC Lendrum/Kaiser to approve the meeting minutes as written, all voting aye.**

II. Appearances.  
None.

III. Unfinished Business.  
None.

IV. New Business.

A. Public Works

1. Award Contract 7-23, Sanitary & Storm Sewer, Water Main and Street Construction on High Street and River Street, to Carl Bowers & Sons Construction Inc., in the amount of \$442,925.00.

**MSC Kaiser/Hillstrom to recommend Council award Contract 7-23 to Carl Bowers & Sons Construction in the amount of \$442,925.00, all voting aye.**

Report

Discussion: Director Kaiser advised that less of the work is being done on this contract because it was determined that the sanitary sewer did not need replacing. Therefore, the sanitary sewer relay has been removed from the contract. The funds for this work will be moved back to the sanitary sewer utility fund balance.

2. Pay Request No.1, Contract 1-23, Sanitary Sewer, Water Main and Street Construction on Burr Avenue, Chestnut Street, Dickehoff Street and Laudan Boulevard, to Don E. Parker Excavating, in the amount of \$431,668.54. (Attachment)

**MSC Kaiser/Lendrum to approve Pay Request No.1, Contract 1-23 to Don E. Parker Excavating, in the amount of \$431,668.54, all voting aye.**

Info. Only

Discussion: The bulk of the sewer and water main installation is complete. The project is progressing nicely.

3. Pay Request No.1, Contract 5-23, Street Construction, Curb & Gutter, Sidewalks and Apron Installation in Arthur Plat, Cardinal Plat, Integrity Acres, 1<sup>st</sup> Addition to Integrity Acres, and Liberty Heights Subdivisions to MCC, Inc., in the amount of \$118,891.55. (Attachment)

**MSC Kaiser/Lendrum to approve Pay Request No.1, Contract 5-23, to MCC, Inc., in the amount of \$118,891.55, all voting aye.**

Info. Only

Discussion: The project is ahead of schedule. The two-inch street mat has not been installed yet in Liberty Heights. The contractor was asked to carefully pour aprons to avoid any drainage issues. Amber Lane is scheduled to be paved next week.

Info. Only

4. Pay Request No.1, Contract 6-23, Sanitary & Storm Sewer, Water Main and Street Construction on Columbian Avenue, to Donald Hietpas & Sons, Inc., in the amount of \$316,822.32. (Attachment)  
**MSC Kaiser/Haese to approve Pay Request No.1, Contract 6-23 to Donald Hietpas & Sons, Inc., in the amount of \$316,822.32, all voting aye.**

Discussion: The project is progressing nicely. Water and sewer main are installed and the project is in the gravel resting period.

B. Park & Recreation

Info. Only

1. Pay Request No. 4, Arrowhead Park Phase 2B Pier to Lunda Construction Company, Black River Falls, WI in the amount of \$50,527.65 for work completed through April 30, 2023 utilizing approved budgeted 2021 CIP Carry Forward Funds. (Attachment)  
**MSC Kaiser/Rasmussen to approve Pay Request No. 4, Arrowhead Park Phase 2B Pier to Lunda Construction Company, Black River Falls, WI in the amount of \$50,527.65, all voting aye.**

Discussion: The project is about seventy-five percent completed. The project is expected to be completed and opened to the public by July. Weather and high water were a factor in the delay of the overall project.

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

- V. Adjournment.  
**MSC Kaiser/Haese to adjourn, all voting aye. Meeting adjourned at 11:55 a.m.**

Respectfully Submitted,



Charlotte Nagel  
City Clerk

**Change Order No:** 1  
**Contract:** 23-May  
**Project:** Street, Curb & Gutter, Sidewalk and Apron Construction  
**Contractor:** MCC, Inc.  
2600 Roemer Rd  
Appleton WI 54911  
**Current Contract:** \$2,776,445.00

<b>Change Ordered Herewith:</b>	<b>Account Number</b>
1. <u>Mill Butt Joints and Overlay 2"</u>	<u>\$29,250.00</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
<b>TOTAL</b>	<b><u>\$29,250.00</u></b>

**Reason for Change:**

1. Repair Oakridge Road from Tullar Road to where the concrete starts east of Tullar with \$29,250.00  
a 2" asphalt overlay
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**Contract Amount**

Original: \$2,776,445.00  
 Previous C.O.'s (+/-): \$0.00  
 This C.O. (+/-): \$29,250.00  
 Revised: \$2,805,695.00

**Contract Time (Calendar Days)**

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

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

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



P.O. Box 1137  
 2600 Roemer Road  
 Appleton, WI 54912-1137  
 Phone: 920-749-3360  
 Fax: 920-380-9459

<b>To:</b> City Of Neenah	<b>Contact:</b> Jason Eckhart
<b>Address:</b> 211 Walnut Street, P.O. Box 426 Neenah, WI 54957-0426	<b>Phone:</b>
	<b>Fax:</b>
<b>Project Name:</b> Neenah Oakridge Road Mill & Overlay	<b>Bid Number:</b> IM2770
<b>Project Location:</b> Oakridge Road, Neenah, WI	<b>Bid Date:</b> 4/21/2023

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mill Butt Joints And Overlay 2"	2,250.00	SY	\$13.00	\$29,250.00

**Total Bid Price: \$29,250.00**

**Notes:**

- Should the buyer order any change in the work to be performed as outlined in this proposal, the Contractor reserves the right to adjust the total price accordingly.
- It is agreed that the estimate of quantities contained within this proposal are approximate and that final payment will be based on the actual measured quantities furnished, times the unit price provided.
- Acceptance of this proposal shall only be valid upon credit approval, and returning the signed and dated copy to us within 10 days.
- Price does not include Permits.
- Price does not include striping.
- The unit prices do not include any construction staking.
- The unit prices do not include any structure adjustments.
- It is agreed that the estimate of quantities contained within this proposal are approximate and that final payment will be based on the actual measured quantities furnished, times the unit price provided.
- Acceptance of this proposal shall only be valid upon credit approval, and returning the signed and dated copy to us within 10 days.

**Payment Terms:**

**Payment Terms: Payment Due Upon Completion**

**CONSTRUCTION LIEN**

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, MCC, INC. HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON THAT LAND AND ON THE BUILDINGS ON THAT LAND IF THEY ARE NOT PAID FOR SUCH LABOR OR MATERIALS. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO MCC, INC. 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, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS MORTGAGE LENDER IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

**CONTINGENCY**

PERFORMANCE OF THIS CONTRACT IS CONTINGENT UPON STRIKES, LABOR TROUBLE, ACCIDENTS AND OTHER CAUSES OF LIKE CHARACTER BEYOND OUR CONTROL.

**CREDIT**

IF THE AMOUNT OF THIS CONTRACT IS NOT PAID IN ACCORDANCE WITH THE TERMS STATED THEREIN, A FINANCE CHARGE OF 1 1/2% PER MONTH SHALL BE CHARGED ON THE UNPAID BALANCE.

OWNER OR CONTRACTOR AGREES IF THIS CONTRACT IS NOT PAID AS AGREED, TO PAY ALL COLLECTION COSTS IN ADDITION TO THE FOREGOING, A REASONABLE ATTORNEY'S FEE OR IF SUIT SHALL BE BROUGHT TO COLLECT ANY PRINCIPAL OR INTEREST ON THIS CONTRACT. THE UNDERSIGNED PROMISES TO PAY IN ADDITION THE COURT COSTS PROVIDED BY LAW, A REASONABLE SUM AS ATTORNEY'S FEES. FOR VALUE RECEIVED EACH AND EVERY PARTY WHO SIGNS AND ENDORSES FOR OWNER OR CONTRACTOR OR BECOMES LIABLE EITHER NOW OR HEREAFTER FOR THE PAYMENT OF THIS CONTRACT SEVERALLY WAIVES PRESENTMENT, DEMAND, PROTEST, AND NOTICE OR NON-PAYMENT HEREOF. BINDS HIMSELF HEREON NOT-WITHSTANDING ANY EXTENSION THAT MAY BE MADE TO ANY PARTY LIABLE ON THIS NOTE. IF NOT PAID WHEN DUE, THEN THE ABOVE PROVISIONS CONCERNING ATTORNEY'S FEES SHALL BECOME APPLICABLE.

EXCAVATOR TO FURNISH AND INSTALL COMPACTED GRAVEL BASE WITHIN .1' (ONE-TENTH OF A FOOT) IN ALL ASPHALT AREAS.

**CREDIT CARD**

**MCC WILL IMPOSE A SURCHARGE ON THE TRANSACTION AMOUNT FOR ANY PAYMENTS MADE BY CREDIT CARD, WHICH AMOUNT IS NOT GREATER THAN OUR COST OF ACCEPTANCE. WE DO NOT SURCHARGE DEBIT CARDS.**

<p><b>ACCEPTED:</b> The above prices, specifications and conditions are satisfactory and hereby accepted.</p> <p><b>Buyer:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date of Acceptance:</b> _____</p>	<p><b>CONFIRMED:</b> <b>MCC, INC.</b></p> <p><b>Authorized Signature:</b> _____</p> <p><b>Estimator:</b> Ian Murphy (920) 749-3360 ian.murphy@murphyinc.org</p>
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**City of Neenah**  
**Department of Public Works**  
**Contractor Request for Payment**

Contractor Name: Donald Hietpas & Sons Inc		Contract No. 11A-22	
Address 1450 E North Avenue		Contract Amount \$469,949.70	
City Little Chute, WI 54140			
Name of Project	Water Service Replacement		
Location of Project	Reddin Avenue & Zemlock Avenue		
Pay Request No.	4	For Period	March 10, 2023 through May 5, 2023

CONTRACT SUMMARY	
Original Contract Amount	\$469,949.70
Net Amount of Change Order	\$0.00
Adjusted Contract Amount	<u>\$469,949.70</u>
WORK PERFORMED TO DATE	
Work Performed to Date	\$455,265.60
Less Retainage of 5%. If different indicate here	_____ 2.5% \$113,841.64
Net Amount Earned to Date	\$443,883.96
Less Previous Payments	\$394,012.13
<b>BALANCE DUE THIS PAYMENT</b>	<b><u>\$49,871.83</u></b>

CONTRACT BREAKOUT					
	Account Numbers	Budget Total	Contract Breakdown	Due This Estimate	Paid to Date
Water Service Replacement	012-4401-742-0236	\$384,000.00	\$468,924.70	\$49,871.83	\$442,858.96
Water Service Replacement	400-0000-207-0492	\$4,400.00	\$1,025.00	\$0.00	\$1,025.00
		<u>\$388,400.00</u>	<u>\$469,949.70</u>	<u>\$49,871.83</u>	<u>\$443,883.96</u>

**CERTIFICATION OF CONTRACTOR:**

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

Certified by Engineer	_____	Date: _____
Certified by Public Works	<i>[Signature]</i>	Date: 5-10-2023
Certified by Water Utility	<i>[Signature]</i>	Date: 5/10/2023
Certified by Contractor	<i>Steven Hietpas President</i>	Date: 5/11/2023
Approved BPW	_____	Date: _____
Approved Common Council (Final Payments Only)	_____	Date: _____

**Contract 11A-22  
Reddin Avenue and Zemlock Avenue  
Water Service Replacement**

						Pay Request No.4					
Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Quantity Completed This Pay	\$ Completed This Pay	2.5% Retainage	Due This	Previously	Due to Contractor
						Estimate	Estimate	Due	Estimate	Paid	to Date
201	Furnish & Install Service from ROW to House by Pulling W/Sanitary Sewer Pipeburst	Lin. Ft.	3,650	\$10.00	\$36,500.00	0	\$0.00	\$0.00	\$0.00	\$40,014.00	\$41,040.00
202	Furnish & Install Service from ROW to House by Pulling/Directional Boring	Lin. Ft.	100	\$40.00	\$4,000.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203	Furnish and Install 1.25-Inch Service from ROW to House by Excavation	Lin. Ft.	50	\$60.00	\$3,000.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
204	Furnish and Install 1.25-Inch Service from PE Water Service from Main to ROW	Lin. Ft.	50	\$75.00	\$3,750.00	0	\$0.00	\$0.00	\$0.00	\$365.63	\$375.00
205	Furnish and Install 1.25-Inch Service Brass Set	Each	1	\$650.00	\$650.00	0	\$0.00	\$0.00	\$0.00	\$633.75	\$650.00
206	Furnish and Install Cathodic Protection to Water Service	Each	84	\$125.00	\$10,500.00	0	\$0.00	\$0.00	\$0.00	\$11,456.25	\$11,750.00
207	Water Service Connection to Structure Including Concrete Repair and Regrounding	Each	84	\$3,500.00	\$294,000.00	0	\$0.00	\$0.00	\$0.00	\$334,425.00	\$343,000.00
208	Water Service Extra Hole (Curb Stop Connection)	Each	12	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
209	Remove Footing	Vert. Ft.	12	\$400.00	\$4,800.00	0	\$0.00	\$0.00	\$0.00	\$4,680.00	\$4,800.00
210	Furnish and Install 30-Inch Concrete Curb and Gutter (Repair)	Lin. Ft.	0	\$165.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
211	Furnish and Install 4-Inch Concrete Sidewalk Repair	Sq. Ft.	4,600	\$16.41	\$75,486.00	2340	\$38,399.40	\$959.99	\$37,439.42	\$37,439.42	\$38,399.40
212	Furnish and Install 6-Inch Concrete Sidewalk/Driveway Apron Repair	Sq. Ft.	250	\$18.45	\$4,612.50	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
213	Furnish and Install HMA Pavement	Sq. Ft.	300	\$40.00	\$12,000.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
214	Furnish and Install Drilled Tie Bars	Each	120	\$26.26	\$3,151.20	120	\$3,151.20	\$78.78	\$3,072.42	\$3,072.42	\$3,151.20
221	Terracing, Seed, Mulch, Fertilizing	Sq. Yd.	1,000	\$12.00	\$12,000.00	800	\$9,600.00	\$240.00	\$9,360.00	\$9,360.00	\$9,600.00
222	Furnish, Install & Maintain Traffic Control	Lump Sum	1	\$2,500.00	\$2,500.00	0	\$0.00	\$0.00	\$0.00	\$2,437.50	\$2,500.00
223	Furnish, Install & Maintain Inlet Protection	Each	24	\$125.00	\$3,000.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>TOTAL Water</b>				\$469,949.70		\$51,150.60	\$1,278.77	\$49,871.84	\$443,883.96	\$455,265.60





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

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## M E M O R A N D U M

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**TO:** Mayor Lang and Members of the Board of Public Works  
**FROM:** Vicky Rasmussen, Director of Finance  
**DATE:** May 19, 2023  
**RE:** Community Gardens Water Source

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The Neenah Police Department has been providing water to the members of the community gardens for many years. Now that the police station is expanding, the current water spicket used by the community gardens will be eliminated. One of their members, Gerald "Jerry" Rickman, approached Chief Olson about upgrading the water situation. Jerry asked Chief Olson if we could run a water line from the new building to the community gardens.

Chief Olson advised Jerry that he would investigate that possibility, but the police department wouldn't be able to fund this extra expense. On May 17, 2023, Chief Olson received a quote from EGI Mechanical, who is the company that won the plumbing portion of the project. One option is to just run water under the building and add a spicket to the westside of the new building expansion, and then run a hose to the community gardens. That cost is \$5,000. The other option is to run a pipe under the new range all the way to the community gardens. This would eliminate running a hose across the parking lot to the gardens. That price would be \$9,700.

Although this second option is more expensive, we feel that it is the best option. We believe this because the police department will have an access road on the west side of their building, so this hose will be driven over multiple times a day. Also, many of the members of the community gardens are elderly, and this will be a much easier way for them to access the water they need for their gardens. These gardens are located on city owned property.

The change in construction for the water pipes will be funded out of the Public Facilities fund balance for \$8,700 and \$1,000 will be funded from the Community Gardens organization. The balance available in the Public Facilities fund balance is approximately \$200,000. This upgrade is time sensitive as it needs to be done concurrently with the construction of the addition.

Please let me or Police Chief Olson know if you have any questions or concerns.



**MECHANICAL INC.**

May 11, 2023

TRANSMITTED VIA E-MAIL: [mscharenbroch@miron-construction.com](mailto:mscharenbroch@miron-construction.com)

Matt Scharenbroch  
Miron Construction

**Subject: Neenah Police Training Center – Water Supply to Community Gardens**

We are pleased to submit our price on the above subject:

Replace current ¾” piping with 1 ½” Copper tube, fittings and insulation per specifications.

Wall penetration at new Range Mechanical 216.

Pressure Vacuum Breaker install at building exterior per Code.

Approx 200’ of underground poly piping to Community Gardens.

Install Hose bibs at gardens.

All excavation and backfill included.

Budget Price: \$9,000.00

Replace current ¾” piping with 1 ½” Copper tube, fittings and insulation per specifications.

Wall penetration at new Range Mechanical 216.

Install exterior frost proof hose bibb.

Budget Price: \$4,000.00

Thank you.

**Chris Winkler**  
**Project Manager – MP231050**  
EGI Mechanical Inc.