



City of Neenah
COMMON COUNCIL AGENDA - AMENDED
Wednesday, November 1, 2023 at 7:00 PM
Neenah City Hall – 211 Walnut Street
Council Chambers

- I. Roll Call and Pledge of Allegiance
- II. Introduction and Confirmation of Mayor's Appointment(s)
 - A. None.
- III. Approval of Council Proceedings
 - A. Approval of the Council Minutes and Proceedings of October 18, 2023 regular session.
(UC)
- IV. Public Forum
 - A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic.
- V. Mayor/Council consideration of public forum issues
- VI. Consent Agenda
 - A. None.
- VII. Reports of standing committees
 - A. Regular Public Services and Safety Committee meeting of October 24, 2023: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the city website)
 1. Meeting cancelled, no report.
 - B. Special Finance and Personnel Committee meeting of November 1, 2023: (Chairperson Erickson/Vice Chairperson S kyrms)
 1. Consideration of Committee recommendation regarding entering into an agreement to purchase a stretch of fiber optics infrastructure, running from the Commercial and Franklin Streets to the Northeast corner of Oak Hill Cemetery, from Neenah Joint School District for a cost of \$15,000 with the purchase being funded from Information Systems Fiber Build Capital Equipment Account (011-1787-743-8115). **(RollCall-Pro)**
 2. Consideration of Committee recommendation regarding Resolution No. 2023-30 Approval of Project for Winnebago County Spirit Fund Local Government Allocation. **(RollCall-Pro)**
 - C. Regular Finance and Personnel Committee meeting of October 23, 2023: (Chairperson Erickson/Vice Chairperson S kyrms) (Minutes can be found on the city website)
 1. Committee recommends Council approve Resolution 2023-28 Transportation Assessment Replacement Fee (TARF) for 2024 and Providing for a Cap on the Fee, and to exempt any properties that have been issued special assessments for street construction in 2023 for five years. **(RollCall-Pro)**
 - D. NMFR Joint Finance & Personnel Committee meeting of October 24, 2023: (Council President Borchardt) (Minutes can be found on the city website)

1. Committee recommends Council approve Neenah-Menasha's 2024 Operating and CIP budget with the deductions presented by both Mayors that results in a total reduction of \$111,250 to the overall 2024 operating budget. **(Roll Call-Pro)**
- VIII. Reports of special committees and liaisons and various special projects committees
- A. Regular Plan Commission meeting of October 24, 2023: (Council Rep Steiner) (Minutes can be found on the city website)
 1. Meeting cancelled, no report.
 - B. Board of Public Works meeting of October 31, 2023: (Vice Chairperson Hillstrom) (Minutes can be found on the city website)
 1. Information Only Items:
 - a) The Board approved Change Order No.1, Neenah Creek Bridge, for additional rebar, clearing, grubbing, pile steel, and silt screen, to Pheifer Brothers, in an amount of \$10,281.34.
 - b) The Board approved Pay Request No.1, Neenah Creek Bridge, to Pheifer Brothers, in an amount of \$222,046.22.
 - C. Sustainable Neenah Committee
 1. Report from the Sustainable Neenah Committee – Alderperson Lendrum
 - D. Bergstrom Mahler Museum
 1. Report from the Bergstrom Mahler Museum – Council President Borchardt
 - E. Parks & Recreation Commission
 1. Report from the Park Commission – Alderperson Weber
- IX. Presentation of petitions
- A. Any other petition received by the City Clerk's Office after distribution of the agenda.
- X. Council Directives
- XI. Unfinished Business
- XII. New Business
- A. Any announcements/questions that may legally come before the Council.
- XIII. 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 e-mail clerk@neenahwi.gov at least 48 hours prior to the scheduled meeting or event to request an accommodation.

Common Council Minutes
Wednesday, October 18, 2023 at 7:00 PM

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 PM, October 18, 2023, in the Council Chambers of Neenah City Hall.

Mayor Lang is the chair.

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

Also Present: Police Chief Olson, Assistant Police Chief Bernice, Police Captain Van Sambeek, Director of Human Resources and Safety Fairchild, and Director of Parks and Recreation Kading.

Mayor Lang called the meeting to order at 7:02 p.m.

- I. The Mayor/Alderpersons recorded their attendance on the RollCall-Pro System as the Clerk called the roll. Alderperson Lendrum led the Pledge of Allegiance.
- II. Proclamations
 - A. Mayor Lang read aloud the Proclamation of National Arts and Humanities Month of October, 2023 and presented the Proclamation to the Executive Director and staff of the Bergstrom Mahler Museum of Glass. The museum is currently celebrating their honorable re-accreditation with the prestigious American Alliance of Museums.
 - B. Mayor Lang read aloud the Proclamation of Community Planning Month October 2023. The proclamation is in honor of the city planning staff.
- III. Introduction and Confirmation of Mayor's Appointment(s)
 - A. Appoint Eileen McCoy, Peter Casper, and John Rather to the Neenah Harbor Committee for a three-year term ending October 2026. **(UC)**
 - B. Appoint Angela Larsen as the YMCA Representative to the Neenah Arts Council for the remainder of Maeghan Johnson's term expiring April 2026.
There being no objections, the Mayoral appointment were ordered approved as presented by unanimous consent.
- IV. Approval of Council Proceedings
 - A. Approval of the Council Minutes and Proceedings of October 4, 2023 regular session.
There being no objections, the Council Minutes and Proceedings of October 4, 2023 were ordered approved as written by unanimous consent.
 - B. Approve the Committee of the Whole Minutes of October 4, 2023.
There being no objections, the Committee of the Whole Minutes of October 4, 2023 were ordered approved as written by unanimous consent.
- V. Public Hearings
 - A. Consider Ordinance 2023-15, Amending the Official Street Map by removing the 66-foot-wide street reservations between County Road II and Larsen Road in the Town of Clayton. Mayor Lang opened the public hearing at 7:13 PM. After three calls for public comment, there were no appearances. Mayor Lang closed the public hearing at 7:14 PM.
 - B. Consider Ordinance No. 2023-16 Rezoning property located along Henry Street and Tyler Street to I-2, General Industrial District.
Mayor Lang opened the public hearing at 7:13 PM.

Pedro Barraza, 138 Tyler Street – Wanted to know how the rezoning would affect his property value.
After additional calls for public comment, there were no appearances. Mayor Lang closed the public hearing at 7:15 PM.

- C. Consider Resolution No. 2023-27 Amending Project Plan and Amending Tax Increment District #9 boundaries.
Mayor Lang opened the public hearing at 7:15 PM. After three calls for public comment, there were no appearances. Mayor Lang closed the public hearing at 7:16 PM.

VI. Plan Commission report pertaining to the Public Hearings and Regular Meeting

- A. Plan Commission meeting of October 10, 2023: (Ald. Steiner) (Minutes can be found on the City web site)

- 1. Commission recommends Council approve Ordinance 2023-15, Amending the Official Street Map by removing the 66-foot-wide street reservations between County Road II and Larsen Road in the Town of Clayton. **(RollCall-Pro) MSCRP Steiner/Hillstrom to approve as recommended by the Plan Commission, all voting aye.**

Discussion: None.

- 2. Commission recommends Council approve Ordinance No. 2023-16 Rezoning property located along Henry Street and Tyler Street to I-2, General Industrial District. **(RollCall-Pro) MSCRP Steiner/Stevenson to approve as recommended by the Plan Commission, all voting aye.**

Discussion: Director Haese responded to the question in the public hearing. Rezoning can have an impact on neighborhoods. The Industrial I-2 zoning allows for development of all permitted uses in that zoning district. However, businesses are required to comply with all the standards of the district. Staff believes there are sufficient safeguard standards within the I-2 zoning district help protect and preserve the surrounding property values from diminishing. Standards such as setbacks, landscaping, site plan review, and Plan Commission approval. The goal in a rezone is to have a good fit with the surrounding neighborhood. Neenah has a good track record of this protection and preservation with the Southpark Industrial Center which abuts a single-family neighborhood. The site plan review and Plan Commission approval processes assist in those safeguards.

Alderman Steiner commented that he lives in the subdivision that abuts the Southpark Industrial Center. In his experience, houses sell very quickly in the neighborhood at a much higher rates than were purchased just a few years ago. The neighborhood is very robust, and he often walks through the Southpark Industrial Center.

- 3. Commission recommends Council approve Resolution No. 2023-27 Amending Project Plan and amending Tax Increment District #9 boundaries. **(RollCall-Pro) MSCRP Steiner/Weber to approve as recommended by the Plan Commission, all voting aye.**

Discussion: None.

- 4. Commission recommends Council approve Resolution 2023-24, the relocation order to amend the plat for the 2025 S. Commercial Street reconstruction project between Stanley Street and Tyler Street. **(Action on this item is taken under Public Services and Safety Committee report)**

VII. Public Forum

- A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic.
1. Donald Bickham, 113 N. John Street – Spoke on two items:
 - a. Train horns in the early morning hours that disturb sleeping residents. Would like the city to create a quiet zone ordinance.
 - b. The old brick bus shelter was heated, and with winter approaching, it would be nice to have a permanent location where the heated bus shelter could be moved.

VIII. Mayor/Council consideration of public forum issues

- A. Mayor Lang advised that the city has addressed the train horn issue in the past, but not recently. Staff will reach out to the appropriate authorities and ask them for consideration for blowing the horn during the overnight hours.
- B. Director Haese advised East Central Wisconsin Planning Commission (ECWPC) is doing the study on where the permanent locate the bus shelter in downtown Neenah. Staff's understanding was the study was going to be complete this fall but has not received a final report. Director Haese will reach out to ECWPC for status check on a prospective location.

IX. Consent Agenda

- A. None.

X. Reports of standing committees

- A. Regular Public Services and Safety Committee meeting of October 10, 2023: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)

1. Committee recommends Council approve Resolution 2023-24, the relocation order to amend the plat for the 2025 S. Commercial Street reconstruction project between Stanley Street and Tyler Street. **(RollCall-Pro)**
MSCRCP Lendrum/Weber to approve as recommended by both the Plan Commission and Public Services & Safety Committee, all voting aye.

Discussion: None.

2. Committee recommends Council approve Resolution 2023-26, authorizing the application for Wisconsin Department of Natural Resources Surface Water Grants. **(RollCall-Pro)**
MSCRCP Lendrum/Hillstrom to approve as recommended by the Committee, all voting aye.

Discussion: Director Kading was present to answer any questions. There were no questions.

3. Committee recommends Council approve the purchase of new Motorola radios with programming from Baycom Inc., in an amount not exceed \$140,000.00 with funding appropriated from the approved 2023 Capital Improvements Plan. **(RollCall-Pro)**
MSCRCP Lendrum/Hillstrom to approve as recommended by the Committee, all voting aye.

Discussion: Police Department staff was present to answer any questions. There were no questions.

4. Committee recommends Council approve the transfer of Original "Class B" Combination Alcohol Beverage Retail License Application and Plan of Operation for Generation Paulson, Inc., d/b/a Layla's Place, 218 W Wisconsin Avenue, Christopher Paulson, contingent upon the city receives a signed transfer application from owner/agent Christopher Paulson and the application fee is paid. **(RollCall-Pro)**
MSCRP Lendrum/Weber to approve as recommended by the Committee, all voting aye.

Discussion: Clerk Nagel confirmed that the contingencies have been met. This is a business-to-business transfer license so it does not affect the quota. There is one regular "Class B" license remaining.

- B. Regular Finance and Personnel Committee meeting of October 9, 2023: (Chairperson Erickson/Vice Chairperson Skyrms) (Minutes can be found on the City web site)
 1. Committee recommends Council approve the Second Addition to The Homes at Freedom Meadows Subdivision Development Agreement.
(Action on this item is taken under Board of Public Works)
 2. Committee recommends Council approve proposal 3 from M3 Employee Benefits Insurance as the health plan for FY24 plan year resulting in an expected increase for 9.68% over prior year. **(RollCall-Pro)**
MSCRP Erickson/Steiner to approve as recommended by the Committee, all voting aye.

Discussion: Director Fairchild was present to answer any questions. There were no questions.

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

- A. Board of Public Works meeting of October 10, 2023: (Vice Chairperson Hillstrom) (Minutes can be found on the City web site)
 1. Information Only Items:
 - a. The Board approved Pay Request No.5, Contract 1-23, Sanitary Sewer, Water Main and Street Construction, Burr Avenue, Chestnut Street, Dieckehoff Street, and Laudan Boulevard, to Don E. Parker Excavating, Inc., in the amount of \$248,233.80.
 - b. The Board approved Pay Request No.1, Contract 7-23, Sanitary & Storm Sewer, Water Main and Street Construction, High Street and River Street, to Carl Bowers & Sons Construction Co., Inc., in the amount of \$264,764.05.
 - c. The Board approved Pay Request No.1, Contract 10-23, Parking Lot Resurfacing, 2" Asphalt Mat Overlay in Freedom Acres and Homes at Freedom Meadows, and Library Bumpout, to Northeast Asphalt Inc., in the amount of \$302,401.15.
 - d. The Board approved Pay Request No. 2, Contract 11-23, Street Construction, Brookwood Drive, Fairwood Drive, and Hunt Avenue, to Northeast Asphalt in the amount of \$169,009.84.
 - e. The Board approved Pay Request 2 for Contract 1-23W Cecil Street Water Tower Repainting to Fedewa, Inc., in the amount of \$211,625.00.

- f. The Board approved Change Order No. 1 Contract 1-23W for the W. Cecil Street Water Tower Repainting, Fedewa, Inc., Hastings, MI, for additional inspection costs, in the amount of (-\$5,625.00).
 - g. The Board approved Pay Request No. 6, Arrowhead Park Phase 2B Pier from Lunda Construction Co. in the amount of \$29,450 for work completed through September 30, 2023, utilizing approved budgeted 2021 CIP Carry Forward Funds.
2. Council Action Items:
- a. The Board recommends Council approve the Second Addition to The Homes at Freedom Meadows Subdivision Development Agreement.
(RollCall-Pro)
MSCRP Hillstrom/Erickson to approve as recommended by both the Finance & Personnel Committee and the Board of Public Works, all voting aye.

Discussion: None.

XII. Reports on neighborhood groups.

- A. Business Improvement District Board (BID Board) – Alderman Skyrms
 - 1. Reporting from the BID Meeting of October 17, 2023
 - a. Market Place parking lot resurfacing project has been completed.
 - b. Sidewalk repairs have started.
 - c. Future Neenah, the city, and the BID Board met to review the cooperative agreement. This is the meeting where the three entities meet to agree on who is responsible for what to keep the downtown vibrant. Trees, lighting the trees, and snow remove had the most discussion.
- B. Report from the Library Board – Alderman Erickson
 - 1. The Library Board meeting of October 18, 2023.
 - a. This Saturday is the Monster Mash Costume Dance at Shattuck Park. Kids are encouraged to attend and to wear their costumes.
 - b. Speed Puzzling Contest was filled with contestants within a half hour of opening. A waiting list has also been established.
- C. Report from the Neenah Arts Council – Alderman Erickson
 - 1. Reporting from the October 11, 2023 meeting.
 - a. The Photo Contest was discussed along changes that will take place next year. The contest will be held in the spring of the year.
- D. Report from the Landmarks Commission – Alderman Weber
 - 1. Reporting from the October 11, 2023 meeting.
 - a. There was a short debrief by the Commission on the Canoe Trip.
 - b. There are open Commission memberships. Interested parties should contact a Commission member or City Planner Kasimor.
- E. Community Development Authority – Director Haese
 - 1. Reporting from the October 17, 2023 meeting
 - a. No action items were on the agenda except for the approval of the easement for powering the building adjacent to the Harrison Street Pond.
 - b. Update were given on the Loren’s Salvage Yard Remediation, Donaldson’s Cleaners, and the Downtown Parking Ramp.
 - c. The closing on the canvas buildings on S. Commercial Street took place yesterday. Demolition will take place next.

- XIII. Presentation of petitions
 - A. Any other petition received by the City Clerk's Office after distribution of the agenda.
 - 1. No petitions.

- XIV. Council Directives
 - A. None.

- XV. Unfinished Business

- XVI. New Business
 - A. Arrowhead Park Development Status Report. (Ald. Hillstrom)
The Technical Committee met with Mike Bell of RDG twice and the Taskforce also met him as well. There were final discussions of the Master Plan which is anticipated to be delivered in about two weeks.
 - B. Any announcements/questions that may legally come before the Council.
 - 1. Alderman Steiner thanked the Mayor, Council, and staff for the well wishes on his mother's passing.

- XVII. Adjournment
Motion by Stevenson/Weber to adjourn, all voting aye. Meeting adjourned at 7:44 PM.

Respectfully submitted,



Charlotte Nagel, City Clerk

Common Council Proceedings
Wednesday, October 18, 2023 at 7:00 PM

The Common Council of the City of Neenah, Winnebago County, Wisconsin, met in regular session at 7:00 PM, October 18, 2023, in the Council Chambers of Neenah City Hall.

Mayor Lang is the chair.

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

Also Present: Police Chief Olson, Assistant Police Chief Bernice, Police Captain Van Sambeek, Director of Human Resources and Safety Fairchild, and Director of Parks and Recreation Kading.

Mayor Lang called the meeting to order at 7:02 p.m.

- I. The Mayor/Alderpersons recorded their attendance on the RollCall-Pro System as the Clerk called the roll. Alderperson Lendrum led the Pledge of Allegiance.
- II. Proclamations
 - A. Mayor Lang read aloud the Proclamation of National Arts and Humanities Month of October, 2023 and presented the Proclamation to the Executive Director and staff of the Bergstrom Mahler Museum of Glass. The museum is currently celebrating their honorable re-accreditation with the prestigious American Alliance of Museums.
 - B. Mayor Lang read aloud the Proclamation of Community Planning Month October 2023. The proclamation is in honor of the city planning staff.
- III. Introduction and Confirmation of Mayor's Appointment(s)
 - A. Appoint Eileen McCoy, Peter Casper, and John Rather to the Neenah Harbor Committee for a three-year term ending October 2026. **(UC)**
 - B. Appoint Angela Larsen as the YMCA Representative to the Neenah Arts Council for the remainder of Maeghan Johnson's term expiring April 2026.
There being no objections, the Mayoral appointment were ordered approved as presented by unanimous consent.
- IV. Approval of Council Proceedings
 - A. Approval of the Council Minutes and Proceedings of October 4, 2023 regular session.
There being no objections, the Council Minutes and Proceedings of October 4, 2023 were ordered approved as written by unanimous consent.
 - B. Approve the Committee of the Whole Minutes of October 4, 2023.
There being no objections, the Committee of the Whole Minutes of October 4, 2023 were ordered approved as written by unanimous consent.
- V. Plan Commission report pertaining to the Public Hearings and Regular Meeting
 - A. Plan Commission meeting of October 10, 2023: (Ald. Steiner) (Minutes can be found on the City web site)
 1. Commission recommends Council approve Ordinance 2023-15, Amending the Official Street Map by removing the 66-foot-wide street reservations between County Road II and Larsen Road in the Town of Clayton. **(RollCall-Pro)**
MSCRP Steiner/Hillstrom to approve as recommended by the Plan Commission, all voting aye.

2. Commission recommends Council approve Ordinance No. 2023-16 Rezoning property located along Henry Street and Tyler Street to I-2, General Industrial District. **(RollCall-Pro)**
MSCRP Steiner/Stevenson to approve as recommended by the Plan Commission, all voting aye.
3. Commission recommends Council approve Resolution No. 2023-27 Amending Project Plan and amending Tax Increment District #9 boundaries. **(RollCall-Pro)**
MSCRP Steiner/Weber to approve as recommended by the Plan Commission, all voting aye.

VI. Reports of standing committees

A. Regular Public Services and Safety Committee meeting of October 10, 2023: (Chairperson Lendrum/Vice Chairperson Hillstrom) (Minutes can be found on the City web site)

1. Committee recommends Council approve Resolution 2023-24, the relocation order to amend the plat for the 2025 S. Commercial Street reconstruction project between Stanley Street and Tyler Street. **(RollCall-Pro)**
MSCRP Lendrum/Weber to approve as recommended by both the Plan Commission and Public Services & Safety Committee, all voting aye.
2. Committee recommends Council approve Resolution 2023-26, authorizing the application for Wisconsin Department of Natural Resources Surface Water Grants. **(RollCall-Pro)**
MSCRP Lendrum/Hillstrom to approve as recommended by the Committee, all voting aye.
3. Committee recommends Council approve the purchase of new Motorola radios with programming from Baycom Inc., in an amount not exceed \$140,000.00 with funding appropriated from the approved 2023 Capital Improvements Plan. **(RollCall-Pro)**
MSCRP Lendrum/Hillstrom to approve as recommended by the Committee, all voting aye.
4. Committee recommends Council approve the transfer of Original "Class B" Combination Alcohol Beverage Retail License Application and Plan of Operation for Generation Paulson, Inc., d/b/a Layla's Place, 218 W Wisconsin Avenue, Christopher Paulson, contingent upon the city receives a signed transfer application from owner/agent Christopher Paulson and the application fee is paid. **(RollCall-Pro)**
MSCRP Lendrum/Weber to approve as recommended by the Committee, all voting aye.

B. Regular Finance and Personnel Committee meeting of October 9, 2023: (Chairperson Erickson/Vice Chairperson S kyrms) (Minutes can be found on the City web site)

1. Committee recommends Council approve proposal 3 from M3 Employee Benefits Insurance as the health plan for FY24 plan year resulting in an expected increase for 9.68% over prior year. **(RollCall-Pro)**
MSCRP Erickson/Steiner to approve as recommended by the Committee, all voting aye.

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

A. Board of Public Works meeting of October 10, 2023: (Vice Chairperson Hillstrom) (Minutes can be found on the City web site)

1. Council Action Items:
 - a. The Board recommends Council approve the Second Addition to The Homes at Freedom Meadows Subdivision Development Agreement. **(RollCall-Pro)**
MSCRP Hillstrom/Erickson to approve as recommended by both the Finance & Personnel Committee and the Board of Public Works, all voting aye.

XVII. Adjournment

Motion by Stevenson/Weber to adjourn, all voting aye. Meeting adjourned at 7:44 PM.

Respectfully submitted,



Charlotte Nagel, City Clerk



M E M O R A N D U M

DATE: Friday, October 27, 2023
TO: Council President Borchardt and Members of the Council
FROM: Joseph L. Wenninger, Information Systems Director
RE: Purchase of Fiber Optics Cable from Neenah Joint School District

I am requesting Council approval to enter into an agreement to purchase a stretch of fiber optics infrastructure, running from the Commercial and Franklin Streets to the Northeast corner of Oak Hill Cemetery, from Neenah Joint School District for a cost of \$15,000 with the purchase being funded from Information Systems Fiber Build Capital Equipment Account (011-1787-743-8115).

I met with the Finance and Personnel Committee in closed session on Monday, September 11, 2023, to discuss entering negotiations with NJSD to purchase this stretch of fiber that NJSD recently abandoned. This request was granted and negotiations resulted on both parties agreeing that \$15,000 was a reasonable price based on length and age of the fiber. In comparison, it would cost the City roughly \$60,000 if we were able to overlash on existing infrastructure or \$70,500 if we were not able to utilize an overlash build to reconstruct this fiber route. With this acquisition the City would also be responsible for future pole attachment fees from WE Energies, vault and pole replacements, underground locate fees and any periodic maintenance to the fiber, minimal expenses the City already incurs on all City owned fiber.

By acquiring this fiber the City will only have “last mile” builds to reach Oak Hill Cemetery and Washington Park replacing current Spectrum installs and integrate traffic signals on Lake/Main Streets, Green Bay Road/Main Street and Winneconne Avenue/Harrison Street adding three more intersections to the current 4 that Traffic Engineer Mertern currently manages remotely.

In negotiations with NJSD, the city included the following two conditions; 1) Council approval of purchase after both parties agreed on a reasonable cost and 2) the fiber passing an ODTR test indication that the fiber is not damaged and falls within acceptable service ranges.

The ODTR test will be performed at a cost of roughly \$500 after approval to purchase is received from Council.

If you have any questions regarding this acquisition, please feel free to reach out to me prior to the November 1, 2023 Council meeting or Network Administrator Schroeder can handle questions at that time as I am unable to attend the meeting.



RESOLUTION NO. 2023-30

RESOLUTION FOR APPROVAL OF PROJECT FOR WINNEBAGO COUNTY SPIRIT FUND LOCAL GOVERNMENT ALLOCATION

WHEREAS, the Winnebago County board created the Spirit Fund in March of 2023 allocating \$145,000 to each municipal government located primarily in the county to fund one time capital needs; and

WHEREAS, the City of Neenah is eligible to receive an allocation of \$145,000; and

WHEREAS, the City and County wish to see the funds allocated to legacy projects improving sustainability, emergency response, water quality, quality of life and debt avoidance; and

WHEREAS, through this resolution and the attached standard agreement, the City of Neenah is requesting approval to expend the funding on street resurfacing on Hunt Avenue, Brookwood Drive and Fairwood Drive, with an estimated cost of \$486,851; and

WHEREAS, the project neighborhood consists primarily of rental housing unit, and the census block group including this neighborhood is comprised of about 71% of low to moderate income households; and

WHEREAS, the City of Neenah will follow all required competitive bidding procedures and documentation required by Winnebago County, the State of Wisconsin and will meet Federal guidelines: and

BE IT RESOLVED, that the City of Neenah Common Council approves this project to be submitted to Winnebago County for reimbursement to receive the allocated \$145,000 from the Spirit Fund Local Government Allocation.

Adopted, approved and recorded this 1st day of November 2023.

Recommended by: Finance and Personnel Committee

CITY OF NEENAH, WISCONSIN

Moved: _____

Jane B. Lang, Mayor

Passed: _____

Charlotte K. Nagel, City Clerk

City of Neenah - Spirit Fund Information

Project: Street Resurfacing on Hunt Avenue, Brookwood Drive, and Fairwood Drive
City of Neenah Contract 11-23

Project Cost: \$486,851

The streets were selected for resurfacing construction to address poor pavement conditions.

The City uses the Pavement Surface Evaluation and Rating (PASER) system to grade streets. With that system, streets are graded on a scale from 1 to 10 with 1 being a street in very poor condition and 10 being a street in excellent condition.

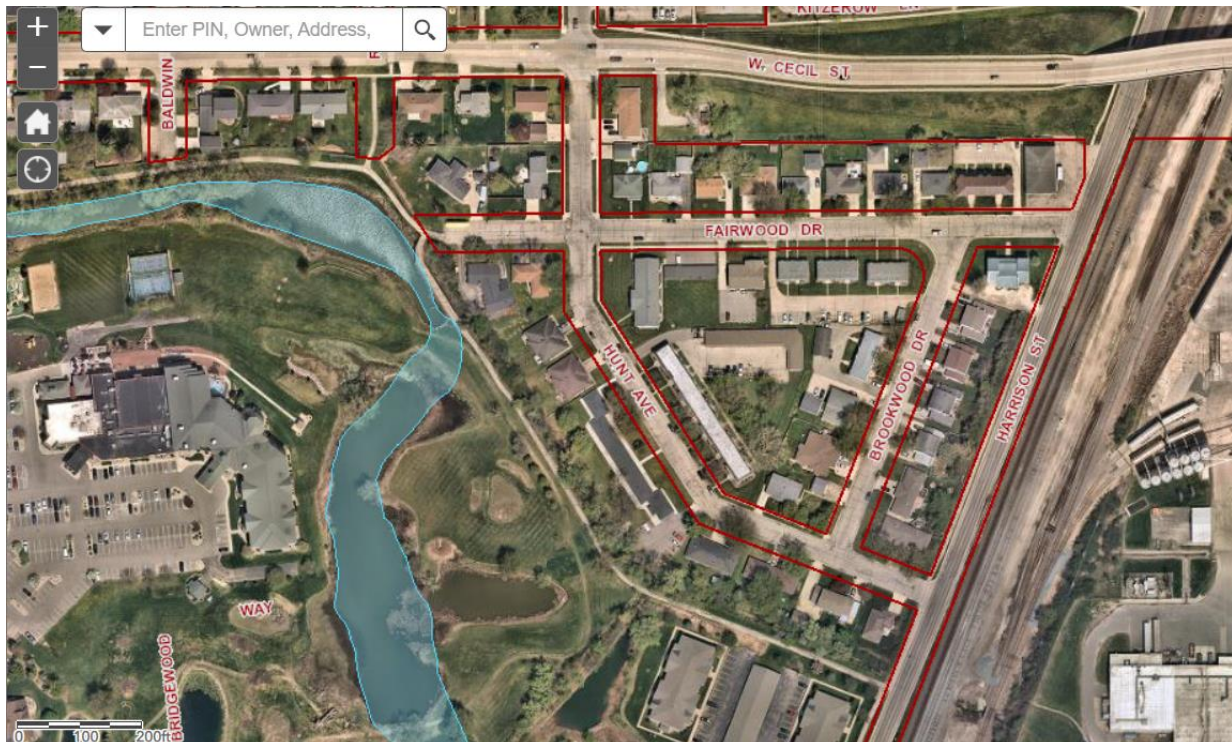
These streets had been previously resurfaced in 1996.

Using the PASER rating system, Hunt Avenue had rating of 2, Brookwood Drive had a rating of 3, and Fairwood Drive had a rating of 2. Those grades indicate that the streets were in poor condition.

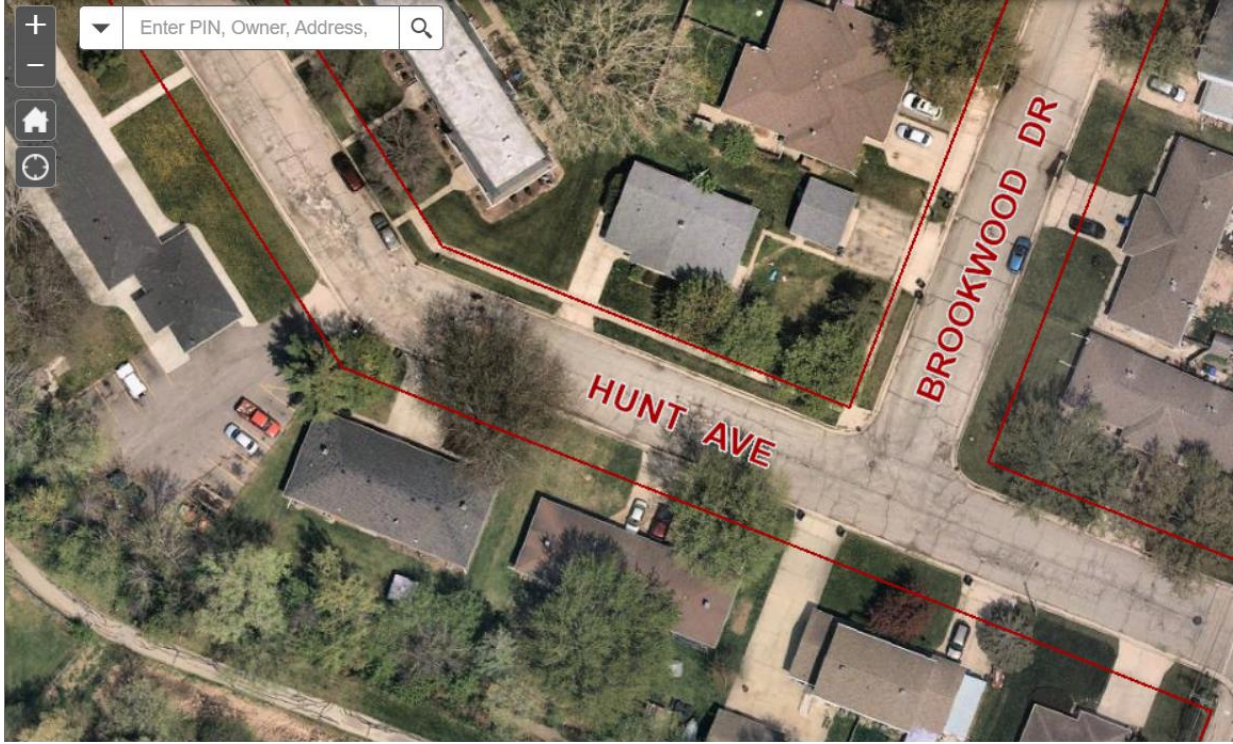
The project neighborhood consists primarily of rental housing units. The census block group including this neighborhood is comprised of about 71% of low to moderate income households.

The project removed the existing pavement and gravel base, placed a geogrid fabric, new gravel base and new pavement. In addition, concrete curb and sidewalk repairs were done.

Before aerial images are shown below. Those images are followed by followed by pictures of the streets since the construction.











Winnebago County Spirit Fund Local Government Allocation

- 1) **Background:** In March of 2023, the Winnebago County Board applied surplus dollars to a special revenue fund titled the "Spirit Fund" to invest in legacy projects for the county government and certain identified community projects. The fund totals just over \$33 million and is split roughly in half for county government projects and government identified community projects. Spending proposals are sent to the county board after deliberation of the ARPA Strategy and Outcomes Commission.

The county board allocated \$145,000 for municipal governments located primarily in Winnebago County to fund one-time capital needs projects which increase the resiliency of the community, quality of life for residents, or other needs. This program amounts to \$3,045,000 county wide.

- 2) **Spirit Funds:** All funds must be referred to as Spirit Funds. All projects are funded from county general fund balances.
- 3) **Standard Agreement:** This document, when signed and returned by the chief official of the local government, serves as the standard agreement required under the resolution.
- 4) **Eligibility Period:** Funds allocated to each municipality can be spent on projects or items incurred between April 1, 2023, to December 31, 2024.
- 5) **Eligible Projects:** All projects funded under these allocations must have a government purpose and further comply with the Framework of Spirit Fund Spending approved by the ARPA Strategy and Outcomes Commission. Projects might be ones that would not have been funded without the Spirit Fund allocation or ones which reduce the debt levy. Projects should not have been budgeted for in the 2023 budget. Eligibility questions should be referred to spirit@winnebagoctywi.gov
- 6) **Selecting Projects:** All projects must be identified by a governing body vote. Municipalities should submit either a signed resolution or meeting minutes indicating the vote and the project. Projects do not require county board approval. If utilizing funds for multiple projects, a single resolution could be passed by the governing body of the local government.
- 7) **Geographic restriction:** All projects must occur within the boundaries of Winnebago County.
- 8) **Project Narrative:** All projects shall have a narrative on how the project complies with the Framework of Spirit Fund Spending. Narratives should be succinct yet provide enough information for the public to understand the project and its impact for years to come.
- 9) **Project Submittal:** Project documents shall be submitted to spirit@winnebagoctywi.gov. Governments should refer questions to that address as well.

10) **Reimbursement, Advance, or County Fee for Service:** Place X next to option chosen.

- a. **Reimbursement:** All previously expended funds will be reimbursements to the local government. Invoices shall be compiled and submitted on or before the 15th of each month beginning in September of 2023. Payment shall be made by the county by the 15th of the subsequent month. Reimbursements will not be sent if all items on the attached check list are not completed.
- b. **Advance:** Funds will be provided as an advance when requested on a project or projects approved by the governing board and when all items on the attached list have been completed. Documentation showing completion of the project is required. Completion of the project is required by December 31, 2024, or recipient agrees to send funds back to Winnebago County.
- c. **County Work:** If the local government desires the county to perform work as a fee for service, most likely highway work, with consent of the local government, the county will apply the allocation to an invoice.

11) **Competitive Bidding:** The local government agrees to submit the competitive bidding procedure and documents as requested by the county. If a local government believes a project is exempt from state and federal bidding requirements, the government shall seek the county's written consent.

12) **Transferring Funds:** All funds must be used on general government services for governmental purposes. No funds may be sub-granted to an entity not part of the government structure. Funds may be expended for fire department and government owned utilities projects. Municipalities can also transfer the allocation to another municipality with governing body approval.

13) **Matching Funds:** Use of the allocation does not require local matching funds. Additionally, the funds may be used for local match requirements for state and federal awards.

14) **Signage:** The county reserves the right to post signage at the project identifying the funding source. Signs may be temporary or permanent and shall comply with all local sign ordinances and local government requests.

15) **Progress Updates:** The local government shall provide the county regular progress updates to include on a Spirit Fund spending dashboard and local government allocation. The local government shall supply before, during, and after pictures to the county for use on the dashboard. The county may request other information for inclusion on the dashboard that the local government shall provide.

16) **Events and Press:** The county shall be included in date selection and invited to all groundbreaking, ribbon cutting, dedication or other such events should events occur. The county shall be provided all press or public statements regarding the project prior to release.

17) **Additional Spirit Funds:** It is unlikely additional Spirit Funds will be available for local government projects. Local governments looking to submit additional project ideas or requests should email spirit@winnebagocountywi.gov for more information.

Received and accepted by:

Signature: 

Name: Jane B. Lang

Title: Mayor, City of Neenah

Date: 9/22/2023

Project Checklist for Local Government Spirit Fund Allocation

- Proof of Governing Body Approval for Each Project (resolution or minutes)
- Narrative on How the Project Complies with the Framework of Spirit Fund Spending
- Before Pictures (during and after pictures due later)
- Address or Location of Project (GIS information or Google Map showing address if applicable)
- Invoices for Items Paid Toward the Project
- Provide documentation procurement procedures were followed or exempt certificate from county
- Sign standard agreement (above)
- Provide EFT letter from bank regarding routing number and account number
- Provide W9 form for Municipalities.

**CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, October 23, 2023 – 6:00 pm
Hauser Conference Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin**

MINUTES

The meeting was called to order by Chairman Erickson at 6:00 pm.

Present: Chairman Erickson; Aldermen Boyette, Skyrms and Steiner; Mayor Lang, Director of Finance Rasmussen, Director of Public Works Kaiser, Clerk Nagel, and Paralegal DeWitt. Ald. Lendrum was there to collect information.

Absent/Excused: Council President Borchardt and City Attorney Rashid.

Public Appearances: None.

Minutes: Motion/Second/Carried Skyrms/ Boyette to approve the minutes from the October 9, 2023, Regular meeting. All voting aye, Steiner abstained.

Resolution 2023-28 Transportation Assessment Replacement Fee (TARF) for 2024 and Providing for a Cap on the Fee.

Motion/Second/Carried Steiner/Boyette to recommend Council to approve Resolution 2023-28 Transportation Assessment Replacement Fee (TARF) for 2024 and Providing for a Cap on the Fee, and to exempt any properties that have been issued special assessments for street construction in 2023 for five years. All voting aye.

Discussion: The Transportation Assessment Replacement Fee (TARF) was implemented in 2019 as a replacement to special assessments for street reconstruction, street resurfacing, and sidewalk/trail in-fill projects. TARF utilizes impervious area of a parcel, called impervious area unit (IAU), as a measurement of the impact on the street system. Due to the established timeline, the current TARF rate of \$23/unit is set to expire December 31, 2023. Therefore, the TARF is up for review.

At its inception, the TARF was established to collect 37% of project construction costs and current cost index pricing, as created by the city, measured over a three-year period. Due to the construction industry cost increase and the current cost index, staff recommends the IAU rate be adjusted to \$40/IAU rounding up. A residential property owner would see a quarterly rate of \$10 on the utility bill, an increase of \$4.25, for an overall cost of \$40/IAU annually. Residential properties are charged one IAU, while commercial properties are capped at 90. Commercial property owners capped at 90 will see an annual increase of \$1,530, or \$382.50 quarterly, which brings the overall quarterly charge to \$900. Due to the uncertainty of the construction industry costs, staff also recommends an annual review of TARF IAU unit to stay current with fluctuating prices.

There was discussion regarding residents who were specially assessed for road construction work this year (2023). The committee felt it appropriate to exempt properties who were specially assessed for road construction this year for the next five years. The new TARF IAU pricing of \$40/IAU will go into effect January 1, 2024.

Council Directive 2023-03 re: Service Animals and Dog Licensing

Motion/Second/Carried Boyette/Steiner to table Council Directive 2023-03 until a legal opinion can be rendered by the City Attorney. All voting aye.

Discussion: Paralegal DeWitt advised that Atty. Rashid issued a memo recommending repealing and replacement of language for city ordinance section 3-14(d)(3). This particular section of the ordinance contradicts state statute as it exempts service dogs from the licensing requirement. The amended language would require the licensing of service dogs. Atty. Rashid also recommends the current ordinance definition of a service dog remain as is because it is an exact mirror of state statute. Unless or until state law changes its definition of a service dog, the city cannot change the ordinance because state law is the governing body over municipalities, therefore, municipal ordinances cannot be more restrictive than state statute.

Ald. Boyette discussed an e-mail she received from Representative Cabral-Guevara's legislative counsel. The e-mail advises of conflicting state statutes regarding the licensing requirement of a service dog. The e-mail advised that the Department of Justice (DOJ) recommends a temporary waiver be utilized until the state can amend the law for licensing fees exemptions for service dogs. If a temporary waiver is used, then city can amend the ordinance once the new statute is adopted.

Director Rasmussen talked about the current practice for issuing licenses for service dogs. Current practice is that there is a checkbox on the license application which an applicant can check indicating their dog is a service dog. The license fee is then waived without any questions being asked. Therefore, the recommendation from the DOJ is already in practice. Director Rasmussen clarified that all dogs must be vaccinated and licensed, however, the city waives the fee for a service dog. There are currently four service dogs licensed in the city.

Ald. Boyette insisted the practice be put in writing and asked Paralegal DeWitt for a legal opinion. Since a legal opinion is not within the professional scope of Paralegal DeWitt, Ald. Boyette wished to table the item until a legal opinion could be rendered.

Fiscal Matter: August 2023 Vouchers

Motion/Second/Carried Boyette/Skyrms to accept the August 2023 Vouchers and place them on file.

Director Rasmussen included the reports in the committee packet and answered any questions.

Fiscal Matter: September 2023 Vouchers

Motion/Second/Carried Skyrms/Boyette to accept the September 2023 Vouchers and place them on file.

Director Rasmussen included the reports in the committee packet and answered any questions. The purchase card (P-Card) policy was explained to the committee.

2nd Quarter Financials

Motion/Second/Carried Skyrms/Steiner to approve and place on file the Second Quarter Financial Statements as presented. All voting aye.

Director Rasmussen went through the 2nd Quarter Financial Report to provide a status update for the committee. The 2nd Quarter Financial Report is through June 30, 2023. Financially, the city budget is tracking at 72.77% which is on par for being three-quarters of the way through the fiscal year.

Working through the budget process, the city is tracking for an anticipated surplus in the general fund. Suggestions for the use of the anticipated surplus will be brought to the budget workshops. However, application of any surplus will come after the first quarter 2024 financials to see where the final 2023 finances land.

There was discussion on the carry forwards. Through the budget process, staff spent time working through capital projects that were budgeted but not complete, and where to apply the carry forwards of such projects. With the increasing interest rates, the city does not want to borrow money if it can be avoided. The goal is to get control of the borrowing by using the carry forwards as needed.

A change to the budget this year is the GIS Department will be consolidated under the Community Development general fund instead of split amongst all departments. IS will continue to be split amongst all departments and will remain an internal service fund.

Another change in this year's budget is the closing of TIFs 5 and 6. Staff has been going through the audit process of seven different TIFs; TIFs are required to have audits at certain times during their life cycle. Both TIF 5 and 6 had some money designated to affordable housing.

Municipal Court and Fire Department are custodial funds. Currently the Fire Department is tracking on par with the budget. The overtime expenditure is stabilizing.

Expendable Trust Funds are funds that can only be spend on designated areas. The report shows the balance.

The Investments Report is the total cash investments including water and library. The Local Government Investment Pool (LGIP), specific to Wisconsin, is showing a strong rate and is fully collateralized. The portfolio shows all the city investments and their balance.

Director Rasmussen answered questions regarding the General Fund expenditures.

Motion/Second/Carried Skyrms/Boyette to adjourn the meeting 7:05 pm. All voting aye.

Respectfully submitted,



Charlotte Nagel
City Clerk



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: October 19, 2023
TO: Mayor Lang and Members of the Finance & Personnel Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Transportation Assessment Replacement Fee (TARF) Review – Update

At their September 25, 2023, meeting the Finance & Personnel Committee discussed the update of Transportation Assessment Replacement Fee (TARF). The TARF was created in 2018 and implemented in 2019 as a replacement to special assessments for street reconstruction, street resurfacing, and sidewalk/trail in-fill projects. It utilizes impervious area - through the impervious area unit (IAU) - on a parcel as a measure of the impact that a parcel has on the street system. At that time, the TARF rate of \$23/Unit was fixed through December 31, 2023. This requires us to review the TARF to make sure we are charging an appropriate amount.

As was noted in the September meeting, the special assessment revenue received for those types of construction projects from 2013 to 2016 came to about 37% of project costs. Additional analysis was done on two aspects of the TARF calculation provided in September.

1. Project Construction Costs: The special assessment ordinance provides that property owners are assessed for a lower cost asphalt pavement even if concrete pavement is used in the construction. The special assessment is also based on a standard street width of 37 feet even if the actual road is built wider. The project costs listed for 2021-2023 were adjusted for those projects that were built using concrete pavement. If an alternate bid for asphalt pavement construction was available, that alternate bid cost is now listed. If there was no alternate bid for asphalt pavement construction, the asphalt pavement cost was estimated using other projects built in that year.
2. Cost Index: In the September information, the cost index used to equalize prior year construction costs to the current year was based on the WisDOT construction cost index for asphalt construction. A cost index specific to City bid costs was created. This cost index was formed by comparing the low bids received for the primary project bid items:
 - a. unclassified excavation
 - b. crushed aggregate base course
 - c. furnish/install 30-inch concrete curb/gutter (continuous)
 - d. furnish/install hot mix asphalt pavement
 - e. terrace, seed, mulch, fertilizer

The summary shown below incorporates these two changes to the TARF calculation. The adjusted construction project costs are shown at the end of the memo.

COMBINED CURRENT YEAR CONSTRUCTION COST:		\$ 6,232,914.81	
2021 - 2023 Annual Average:		\$ 2,077,638.27	
Percentage Target:		37%	40%
Revenue Target:	\$ 768,726.16	\$ 831,055.31	
Billed IAUs:	20,357	20,357	Updated total of IAUs
Updated Rate:	\$ 37.76	\$ 40.82	New Revenue Target / Billed IAUs
Rounded Rate:	\$ 40.00	\$ 41.00	
New Revenue Estimate:	\$ 814,280.00	\$ 834,637.00	Billed IAUs x Rounded Rate
Maximum TARF IAUs:	90	90	Resolution 2018-24
Max TARF Charge:	\$ 3,600.00	\$ 3,690.00	Rounded Rate x Max TARF IAUs

The rates shown are an annual rate per IAU. At the 37% level, a residential property owner would see their quarterly TARF charge increase from \$5.75 to \$10. For property owners at the 90 IAU cap, their quarterly TARF charge would increase from \$517.50 to \$900.

Resolution 2023-28, authorizing the change to the TARF rate is attached. Staff requests that Committee recommend Council approval of Resolution 2023-28.

Transportation Assessment Replacement Fee					
Contract Summaries					
Eligible Projects					
				% Change	
	City Index 2021:			-	
	City Index 2022:			9.78%	
	City Index 2023:			5.00%	
	Current Year:	2023			
				Current Year	
Street	Work Type	Length (ft)	Cost	Cost	
2021					
Included:	Marathon ¹	Reconstruct	3,375	\$ 691,523	\$ 797,084.30
	Fairview ²	Reconstruct	1,360	\$ 279,639	\$ 322,326.02
	Laudan	Resurface	1,350	\$ 119,770	\$ 138,052.56
	Isabella ²	Reconstruct	1,245	\$ 253,927	\$ 292,689.07
	Winneconne ²	Reconstruct	670	\$ 178,542	\$ 205,796.52
	Olive	Resurface	555	\$ 97,361	\$ 112,223.60
	Washington	Resurface	570	\$ 27,492	\$ 31,689.13
Omitted:	Jewelers Park Trail				
			9,125	\$ 1,648,254	\$ 1,899,861
2022					
Included:	Frederick	Resurface	1,532	\$ 168,945.56	\$ 177,390.41
	Green Acres	Resurface	2,218	\$ 244,596.12	\$ 256,822.41
	Honeysuckle	Resurface	2,218	\$ 244,596.12	\$ 256,822.41
	Meadow	Resurface	2,218	\$ 244,596.12	\$ 256,822.41
	Primrose	Resurface	2,218	\$ 244,596.12	\$ 256,822.41
	Wild Rose	Resurface	2,218	\$ 244,596.12	\$ 256,822.41
	Apple Blossom	Resurface	1,512	\$ 246,857.37	\$ 259,196.68
	Grove/Dieckhoff ²	Reconstruct	1,440	\$ 285,844.00	\$ 300,132.09
	Apple Blossom	Resurface	1,188	\$ 71,568.00	\$ 75,145.37
Omitted:	CB/JJ				
	Blueberry				
	Cherry				
	Armstrong				
			16,762	\$ 1,996,196	\$ 2,095,977
2023					
Included:	Chestnut	Reconstruct	2,590	\$ 624,000.00	\$ 624,000.00
	Dieckhoff	Reconstruct	370	\$ 54,298.50	\$ 54,298.50
	Burr	Reconstruct	317	\$ 78,000.00	\$ 78,000.00
	Laudan	Resurface	580	\$ 100,000.00	\$ 100,000.00
	Brantwood Dr	Resurface	1,689	\$ 185,000.00	\$ 185,000.00
	Brantwood Ct	Resurface	211	\$ 46,034.50	\$ 46,034.50
	C,H,M,P Cts	Resurface	1,235	\$ 242,000.00	\$ 242,000.00
	Columbian	Reconstruct	1,215	\$ 239,944.00	\$ 239,944.00
	River/High	Resurface	950	\$ 166,985.00	\$ 166,985.00
	N. Park S/W		360	\$ 31,000.00	\$ 31,000.00
	Brookwood	Resurface	550	\$ 94,000.00	\$ 94,000.00
	Fairwood	Resurface	1,000	\$ 174,000.00	\$ 174,000.00
	Hunt	Resurface	1,130	\$ 201,815.00	\$ 201,815.00
Omitted:	Honor				
	Liberty				
	Founders				
	Liberty Heights				
	Integrity Acres				
	Integrity Acres 1st Add.				
	Cardinal Plat				
			12,197	\$ 2,237,077	\$ 2,237,077
Note 1:	Concrete construction with no alternate bid. Used lineal foot cost of Fairview's asphalt alternative.				
Note 2:	Concrete construction. Used asphalt pavement alternate bid.				



RESOLUTION NO. 2023-28

A RESOLUTION ESTABLISHING THE TRANSPORTATION ASSESSMENT REPLACEMENT FEE FOR 2024 AND PROVIDING FOR A CAP ON THE FEE

WHEREAS, the City of Neenah created the Transportation Assessment Replacement Fee (TARF) in 2018 to replace revenue previously generated through special assessments for street reconstruction, street resurfacing and sidewalk construction; and,

WHEREAS, the TARF was created to relieve the burden of special assessments for those types of projects on property owners in the City of Neenah; and,

WHEREAS , the Common Council found that all property owners in the City benefit from a well maintained road infrastructure and that a fairer way to spread the cost of that maintenance is through the Transportation Assessment Replacement Fee (“TARF”) as authorized by Ordinance 2018-17; and,

WHEREAS, special assessments have historically raised revenues for infrastructure improvements representing approximately thirty-five percent (37%) of total costs annually; and,

WHEREAS, in 2018 the Common Council established the TARF rate to remain fixed at \$23 per Impervious Area Unit per year from 2019 through 2023; and,

WHEREAS, construction costs and construction volume have increased since the creation of the TARF warranting a adjustment to the TARF rate;

NOW THEREFORE, BE IT RESOLVED, by the Common Council of the City of Neenah that pursuant to the authority established by Ord. 2018-17, the Council establishes the following criteria:

TARF Fee for each IAU	\$	40
Max TARF Charge / Parcel:.....		90 IAU

BE IT FURTHER RESOLVED, that it is the intent of the Common Council to review the TARF fee annually.

Recommended by: Finance & Personnel
Committee

CITY OF NEENAH, WISCONSIN

Moved: _____

Jane Lang, Mayor

Passed: _____

Charlotte Nagel, City Clerk

NMFR Joint Finance & Personnel Committee
10-24-23 – 5:30 p.m.
Room #132 – City of Menasha

Present: Ald. Lewis, Sevenich, Grade and Borchardt

Excused: Ald. Stevenson and Boyette

Also Present: DC Krueger, Director Sassman and MA Ellis

Public: No members of the public were present.

Ald. Sevenich called the meeting to order at 5:30 p.m.

Minutes: The Committee reviewed the September 26, 2023, meeting minutes. **MSC Grade/Borchardt to approve the September 26, 2023 meeting minutes, all voting aye.**

Review of Calls: The Committee reviewed the September 2023 compared to September 2022 calls. **MSC Grade/Borchardt to approve the September 2023 and September 2022 comparison, and place on file, all voting aye.**

2023 Budget Reviews: The Committee reviewed the year-to-date 2023 budget report. DC Krueger reviewed the overtime budget. There was one long term FMLA who was able to come back earlier than anticipated. There were other shorter FMLA's. So far, we are tracking ok with this budget.

Consideration and Action of the 2024 Budget: The Committee reviewed the 2024 budget. DC Krueger noted they did meet with both Mayors, and they did make some cuts to the overtime budget. There was also a reduction in the health insurance line item and salary and fringes due to retirements. Ald. Sevenich asked if there is a deductible for the insurance plans and if the City pays for these deductibles. MA Ellis said there is one and the employee does receive some HRA benefit but it doesn't cover the entire deductible. He asked how the HRA is funded, with a third-party administrator or with the City, and it was noted that we didn't know how it was funded.

Ald. Sevenich asked about the purchase of the heavy rescue that is in the budget and asked if this is an ambulance. DC Krueger said it is not an ambulance. It's a specific vehicle that carries equipment for different rescues and it cannot transport patients. He also said they will not make a final decision on this vehicle until they find out what the County will purchase for a replacement boat. At this time, the County has to replace the Husky Airboat and we must make sure it will fit into the station with the tow vehicle. DC Krueger said we continue to be challenged with product ownership of vehicles and the repairs. He has had conversations with Menasha's Street department to see if they can help us with repairs to help reduce labor costs with outside vendors. It would also give our mechanics the ability to possibly fix things there as they have the hoist that will hold the weight of our trucks. Ald. Sevenich asked about the hoist in our budget. DC Krueger said it's similar to what Menasha Garage is using. **MSC Grade/Lewis recommends the City of Menasha Common Council approves Neenah-Menasha's 2024 Operating and CIP budget with the deductions presented by both Mayors that results in a total reduction of \$111,250 to the overall 2024 operating budget, all voting aye.**

MSC Borchardt/Sevenich the City of Neenah Common Council approves Neenah-Menasha's 2024 Operating and CIP budget with the deductions presented by both Mayors that results in a total reduction of \$111,250 to the overall 2024 operating budget, all voting aye.

Report

Consideration and Action of Engine 32 Repair: The Committee reviewed the memo from DC Krueger regarding the replacement of Engine 32's transmission. It was noted over the past couple of years we have spent quite a bit of money on this truck. The replacement for this truck has been ordered but we will not have the replacement until 2025. We are looking at moving Engine 32 to a different station that doesn't have as many calls to help reduce the wear and tear on this until the replacement engine comes in 2025. He also noted Engine 31's replacement is ready, and he will be completing a final inspection on it tomorrow before we take delivery.

Ald. Borchardt asked if there are calls that we can run differently and not have the engine respond to all the calls. DC Krueger said the situation we find ourselves in is that we run at minimum staffing. If you put them in a different vehicle, we have a significant delay for service if another call comes in that requires equipment from that truck. He noted we don't want vehicles with one person in a vehicle responding to EMS calls by themselves. He also said our most expensive truck, Quint 32, doesn't go on as many calls to reduce the wear and tear on that vehicle. He also noted that next year we will start a coating on each vehicle to help stop the corrosion on the vehicle and the electrical parts that are exposed to the salt brine from the streets. Ald. Sevenich said there is a special tank wash system at City Garage that we should investigate for washing our truck.

MSC Borchardt/Lewis to adjourn at 6:00 p.m., all voting aye.

Respectfully Submitted,

Tara A. Ellis

Tara Ellis

Management Assistant



Memorandum

TO: NMFR Joint Finance & Personnel Committee
FROM: Chief Kevin Kloehn
DATE: October 18, 2023
RE: 2024 Budget Proposal

Attached is the 2024 budget proposal for our department. Both Mayor's have reviewed this, and the following changes have been made by them to our operating budget:

- Overtime: Reduced by OT \$25,000 and Fringes by \$6,250
- Health Insurance: Reduced by \$17,500 (reduced premiums on City health insurance)
- Planned Retirements: Reduced Salaries by \$50,000 and Fringes by \$12,500

Total Reductions: \$111,250

Per our merger agreement, a recommendation to both Common Councils is needed for our 2024 budget. If you have any questions, please call me at 886-6201.

Thank you!

KK/te

Enclosure

CITY OF NEENAH
 2024 BUDGET PREPARATION WORKSHEET

ACCOUNT	ACCOUNT DESCRIPTION	2022 ACTUAL	2023 BUDGET	2023 Y-T-D 9 MONTHS	2023 DEPARTMENT ESTIMATE	2024 DEPT REQUEST	2024 MAYOR'S RECOMMENDED	REQUEST % CHANGE
Fire Department								
Fire								
2301-712-0101	Salaries	5,628,289	5,770,810	4,196,220	5,776,740	5,941,620	5,891,620	2.09
2301-712-0104	Overtime Wages	351,990	210,000	179,246	210,000	250,000	225,000	7.14
2301-712-0105	Reimbursement / Overtime	9,117-	10,000-	5,464-	10,000-	10,000-	10,000-	.00
2301-712-0106	FLSA Overtime Wages	61,950	58,000	37,528	58,000	58,000	58,000	.00
2301-712-0110	Health Insurance	1,122,316	1,110,680	804,060	1,074,270	1,141,900	1,124,400	1.24
2301-712-0111	Fringes	1,368,421	1,442,930	1,058,556	1,444,090	1,609,210	1,590,460	10.22
2301-712-0115	Schools/Seminars/Training	12,999	24,700	12,042	24,700	26,800	26,800	8.50
2301-712-0116	Test/Certification for Eq	15,820	17,050	8,831	17,050	17,050	17,050	.00
2301-712-0117	Clothing Allowance	35,418	36,720	32,075	36,720	40,000	40,000	8.93
2301-712-0118	License Renewal	0	600	5	10	2,100	2,100	250.00
2301-712-0125	Employee School Reimb	1,394	0	194	300	400	400	.00
2301-712-0128	Empl Recognition Awards	765	630	1,200	1,200	1,200	1,200	90.48
<hr/>								
*	Personal Services	8,590,245	8,662,120	6,324,492	8,633,080	9,078,280	8,967,030	3.52
2301-712-0202	Outside Printing	271	1,000	32	1,000	1,000	1,000	.00
2301-712-0203	Postage	574	900	350	900	1,000	1,000	11.11
2301-712-0204	Conferences & Meetings	1,244	2,100	513	520	0	0	100.00-
2301-712-0206	Advertising & Publication	0	200	0	0	200	200	.00
2301-712-0207	Dues & Memberships	1,434	1,000	460	600	1,600	1,600	60.00
2301-712-0209	Maintenance of PPE/SCBA	4,622	4,500	7,032	7,040	9,500	9,500	111.11
2301-712-0210	Maint of Computer Hardwre	0	1,210	0	0	1,210	1,210	.00
2301-712-0211	Maint of Other Equipment	4,199	4,100	21	1,000	4,100	4,100	.00
2301-712-0213	Maint of Radio Vehicles	146,455	85,000	53,482	85,000	125,000	125,000	47.06
2301-712-0214	Maint of Buildings	3,331	12,000	9,968	12,000	14,000	14,000	16.67
2301-712-0215	Maint of Radio Equipment	6,386	6,700	6,005	6,010	1,000	1,000	85.07-
2301-712-0216	Maint of Operating Equip	379	4,000	3,003	3,010	4,000	4,000	.00
2301-712-0218	Maint of Software	33,065	54,810	31,172	54,810	55,000	55,000	.35
2301-712-0221	Telephone	1,127	4,200	1,327	4,200	4,200	4,200	.00
2301-712-0222	Electricity	54,812	50,000	35,726	50,000	51,250	51,250	2.50
2301-712-0223	Natural Gas	32,113	25,000	14,876	25,000	25,730	25,730	2.92
2301-712-0224	Water & Sewer	11,237	12,600	6,634	12,600	12,600	12,600	.00
2301-712-0226	Storm Water	3,186	3,650	1,815	3,650	3,440	3,440	5.75-
2301-712-0227	Cellular Telephone	10,771	14,220	9,298	14,220	15,660	15,660	10.13
2301-712-0232	Auditing Services	2,250	2,320	2,300	2,300	2,420	2,420	4.31
2301-712-0236	Outside Services	14,795	13,800	9,469	13,800	14,030	14,030	1.67
2301-712-0237	Pest Control	132	600	22	100	600	600	.00
2301-712-0238	Professional Services	20,147	22,000	6,956	22,000	35,000	35,000	59.09
2301-712-0241	Tree Planting & Landscape	91	1,000	316	500	1,000	1,000	.00
2301-712-0242	Permits	0	0	0	0	0	0	.00
2301-712-0246	Liability Insurance	41,541	43,620	37,751	37,760	47,100	47,100	7.98
2301-712-0247	Auto/Physical Damage Ins	17,153	18,700	20,075	20,080	20,190	20,190	7.97
2301-712-0250	Maint of Training Tower	92	6,650	2,123-	6,650	7,500	7,500	12.78
2301-712-0252	Rental of Equipment	346	700	377	700	800	800	14.29
2301-712-0254	Printer / Copies	2,601	2,720	1,880	2,720	2,720	2,720	.00
2301-712-0255	Neenah City I/S Services	128,100	133,100	99,825	133,100	118,500	118,500	10.97-

CITY OF NEENAH
 2024 BUDGET PREPARATION WORKSHEET

ACCOUNT	ACCOUNT DESCRIPTION	2022 ACTUAL	2023 BUDGET	2023 Y-T-D 9 MONTHS	2023 DEPARTMENT ESTIMATE	2024 DEPT REQUEST	2024 MAYOR'S RECOMMENDED	REQUEST % CHANGE
2301-712-0256	Neenah City Finance Ser.	26,500	27,750	20,813	27,750	28,750	28,750	3.60
2301-712-0257	Neenah City H/R Services	65,000	70,000	52,500	70,000	72,450	72,450	3.50
2301-712-0258	GIS Services/Internal	11,980	13,240	9,930	13,240	13,900	13,900	4.98
2301-712-0262	Public Relations/Services	7,216	8,000	2,613	8,000	15,000	15,000	87.50
2301-712-0293	Maint of Motor Veh/Fleet	0	0	0	0	0	0	.00
2301-712-0294	Oil and Fluids/Fleet	0	0	0	0	0	0	.00
2301-712-0296	Maint of Equipment/Fleet	0	0	0	0	0	0	.00
<hr/>								
*	Contractual Services	653,150	651,390	440,420	640,260	710,450	710,450	9.07
2301-712-0301	Office Supplies	1,224	1,700	1,256	1,700	1,700	1,700	.00
2301-712-0306	Cleaning/Janitor Supplies	11,306	17,500	8,676	17,500	18,030	18,030	3.03
2301-712-0308	Books and Periodicals	2,813	3,620	261	500	3,110	3,110	14.09-
2301-712-0310	Gasoline & Oil	47,630	35,000	35,667	35,670	36,050	36,050	3.00
2301-712-0319	Safety Supplies	5,241	6,700	578	900	6,700	6,700	.00
2301-712-0320	Small Tools	3,289	3,000	279	3,000	3,150	3,150	5.00
2301-712-0325	Consumable supplies	3,015	2,000	3,136	3,140	3,300	3,300	65.00
2301-712-0326	Photography Supplies	292	500	272	280	1,000	1,000	100.00
2301-712-0333	All Other Supplies	2,344	3,800	1,608	3,000	3,800	3,800	.00
2301-712-0344	Small Equipment	9,783	14,000	2,774	14,000	15,000	15,000	7.14
2301-712-0347	Small Computer Hardware	371	1,000	544	550	1,000	1,000	.00
2301-712-0348	Per Protective Equipment	26,084	65,000	38,835	65,000	72,000	72,000	10.77
2301-712-0350	Training Supplies	6,635	5,000	152	5,000	5,000	5,000	.00
<hr/>								
*	Supplies & Materials	120,027	158,820	94,036	150,240	169,840	169,840	6.94
2301-712-0723	Fire Property Damage	0	0	66,924	66,930	0	0	.00
<hr/>								
*	Property Damage	0	0	66,924	66,930	0	0	.00
2301-712-8108	Office Furniture & Equip	2,665	4,000	40	4,000	5,000	5,000	25.00
2301-712-8113	Communication Equipment	4,519	11,950	2,177	11,950	11,950	11,950	.00
2301-712-8114	Computer Software Outlay	150	1,000	0	0	1,000	1,000	.00
2301-712-8115	Computer Hardware Outlay	3,216	10,780	7,085	7,090	10,780	10,780	.00
2301-712-8133	All Other Equipment	18,688	25,000	3,845	25,000	30,000	30,000	20.00
2301-712-8149	Household Purchases	9,737	15,000	8,262	15,000	18,000	18,000	20.00
<hr/>								
*	Capital Outlay	38,975	67,730	21,409	63,040	76,730	76,730	13.29
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**	Fire	9,402,397	9,540,060	6,947,280	9,553,550	10,035,300	9,924,050	4.03

CITY OF NEENAH
 2024 BUDGET PREPARATION WORKSHEET

ACCOUNT	ACCOUNT DESCRIPTION	2022 ACTUAL	2023 BUDGET	2023 Y-T-D 9 MONTHS	2023 DEPARTMENT ESTIMATE	2024 DEPT REQUEST	2024 MAYOR'S RECOMMENDED	REQUEST %	CHANGE
	Reg Spec Oper Resp Team								
	2314-712-0104 Overtime Wages	8,434	28,000	11,618	28,000	28,000	28,000	.00	.00
	2314-712-0105 Reimbursement / Overtime	4,840	22,000	2,530	22,000	22,000	22,000	.00	.00
	2314-712-0111 Fringes	0	6,490	0	6,490	6,960	6,960	7.24	7.24
	2314-712-0115 Schools/Seminars/Training	0	0	412	420	0	0	.00	.00
	* Personal Services	3,594	12,490	9,500	12,910	12,960	12,960	3.76	3.76
	2314-712-0216 Maint of Operating Equip	0	900	0	0	900	900	.00	.00
	* Contractual Services	0	900	0	0	900	900	.00	.00
	2314-712-0320 Small Tools	0	500	0	0	500	500	.00	.00
	2314-712-0348 Per Protective Equipment	0	7,500	0	0	7,500	7,500	.00	.00
	2314-712-0350 Training Supplies	0	500	0	0	500	500	.00	.00
	* Supplies & Materials	0	8,500	0	0	8,500	8,500	.00	.00
	2314-712-8133 All Other Equipment	258	1,400	3,159	3,160	1,400	1,400	.00	.00
	* Capital Outlay	258	1,400	3,159	3,160	1,400	1,400	.00	.00
	** Reg Spec Oper Resp Team	3,852	23,290	12,659	16,070	23,760	23,760	2.02	2.02

CITY OF NEENAH
 2024 BUDGET PREPARATION WORKSHEET

ACCOUNT	ACCOUNT DESCRIPTION	2022 ACTUAL	2023 BUDGET	2023 Y-T-D 9 MONTHS	2023 DEPARTMENT ESTIMATE	2024 DEPT REQUEST	2024 MAYOR'S RECOMMENDED	REQUEST % CHANGE
	Joint Fire Commission							
	2320-712-0203 Postage	0	0	0	0	0	0	.00
	2320-712-0206 Advertising & Publication	1,500	500	500	500	1,500	1,500	200.00
	2320-712-0236 Outside Services	2,588	4,500	2,545	3,000	3,100	3,100	31.11-
	2320-712-0261 Misc Expenditures	546	2,200	125	200	2,200	2,200	.00
*	Contractual Services	4,634	7,200	3,170	3,700	6,800	6,800	5.56-
**	Joint Fire Commission	4,634	7,200	3,170	3,700	6,800	6,800	5.56-

ACCOUNT	ACCOUNT DESCRIPTION	2022 ACTUAL	2023 BUDGET	2023 Y-T-D 9 MONTHS	2023 DEPARTMENT ESTIMATE	2024 DEPT REQUEST	2024 MAYOR'S RECOMMENDED	REQUEST %	CHANGE
	Special Reserves & Escrow								
	2326-712-0101 Salaries	0	0	0	0	4,560	4,560	.00	.00
	2326-712-0110 Health Insurance	0	0	0	0	0	0	.00	.00
	2326-712-0111 Fringes	0	0	0	0	1,000	1,000	.00	.00
*	Personal Services	0	0	0	0	5,560	5,560	.00	.00
**	Special Reserves & Escrow	0	0	0	0	5,560	5,560	.00	.00
***	Fire Department	9,410,883	9,570,550	6,963,108	9,573,320	10,071,420	9,960,170	4.07	4.07
		9,410,883	9,570,550	6,963,108	9,573,320	10,071,420	9,960,170	4.07	4.07

CITY OF NEENAH
2024 - 2027 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2024 EQUIPMENT</u>			
<u>Fire Department</u>			
1. Major equipment such as new thermal imaging cameras, mobile data computers, hazmat meter monitors, automatic external defibrillator, extractors, radios, etc. Total projected cost \$40,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2023 cost distribution formula (.6034%) is used for budgeting purposes.	\$24,136		
<u>Total 2024 Fire Department</u>	<u>\$24,136</u>	<u>\$0</u>	

CITY OF NEENAH
2024 - 2027 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2025 EQUIPMENT</u>			
<u>Fire Department</u>			
Major equipment such as new thermal imaging cameras, mobile data computers, hazmat meter monitors, automatic external defibrillator, extractors, radios, etc. Total projected cost \$40,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2023 cost distribution formula (.6034%) is used for budgeting purposes.	\$24,136		
1 New rescue/engine 32 PAYMENT to replace a 2005 Pierce Quantum reserve engine and extrication tools. Total projected cost for the new engine and necessary equipment is \$800,000. The 2008 Pierce Velocity E32 would be moved to reserve status. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2022 cost distribution formula (.6034%) is used for budgeting purposes.	\$482,720		
3 Purchase of Medium Duty Chassis and rescue body rescue to replace 2005 C4500 special service 31. Total project cost is \$300,000 for equipment and lettering. City of Neenah is responsible for fixed percentage as agreed to in the Consolidation Agreement. 2023 cost distribution formula (.6034%) is used for budgeting purposes.	\$181,020		
Purchase of a Medium Duty rescue to replace ambulance special service 32. Total project cost is \$300,000 for equipment and lettering. City of Neenah is responsible for fixed percentage as agreed to in the Consolidation Agreement. 2023 cost distribution formula (.6034%) is used for budgeting purposes.	\$181,020		

CITY OF NEENAH
2024 - 2027 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
4 Mobile hoist. Hoist is needed to work on fire apparatus and staff vehicles. At this time, we have an unsafe method of trying to work on vehicles and at times have to send trucks to outside vendors for repairs when we could do these in-house. We have a used hoist that was given to us by Menasha DPW when they received a new one. However, this will not hold the weight of the trucks. Total project cost is \$80,000. City of Neenah is responsible for fixed percentage as agreed to in the Consoldation Agreement. 2023 cost distribution formula (.6034%) is used for budgeting purposes.	\$48,272		
Purchase of (2) light duty vehicles to replace F200-400 used PD vehicles. Total project cost is \$125,000 for equipment and lettering. City of Neenah is responsible for fixed percentage as agreed to in the Consoldation Agreement. 2023 cost distribution formula (.6034%) is used for budgeting purposes.	\$75,425		
Total <u>2025 Fire Department</u>	<u>\$992,593</u>	<u>\$0</u>	

CITY OF NEENAH
2024 - 2027 CAPITAL IMPROVEMENTS PROGRAM BUDGET
DETAIL PROJECT SCHEDULE

PROJECT DESCRIPTION AND PROGRAM COMMENTS	DEPARTMENT REQUEST	MAYOR RECOMMENDED	MAYOR'S COMMENTS
<u>2026 EQUIPMENT</u>			
<u>Fire Department</u>			
1. Major equipment such as new thermal imaging cameras, mobile data computers, hazmat meter monitors, automatic external defibrillator, extractors, radios, etc. Total projected cost \$40,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2023 cost distribution formula (.6034%) is used for budgeting purposes.	\$24,136		
Personal Protective equipment above standard budgeted replacement equipment. Complete back-up sets and update a large volume of users with expiring 10 year old gear. Total projected cost \$350,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2023 cost distribution formula (.6034%) is used for budgeting purposes.	\$211,190		
<u>Total 2026 Fire Department</u>	<u>\$235,326</u>	<u>\$0</u>	
<u>2027 EQUIPMENT</u>			
1. Major equipment such as new thermal imaging cameras, mobile data computers, hazmat meter monitors, automatic external defibrillator, extractors, radios, etc. Total projected cost \$40,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2023 cost distribution formula (.6034%) is used for budgeting purposes.	\$24,136		
2. New 100' Aerial to replace a 2013 Pierce Quint & associated tools. Total projected cost for the new aerial and necessary equipment is \$1,750,000. The 2013 would be sold. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2023 cost distribution formula (.6034%) is used for budgeting purposes.	\$ 1,055,950		
<u>Total 2027 Fire Department</u>	<u>\$1,080,086</u>	<u>\$0</u>	

**Minutes of the Board of Public Works Meeting
Wednesday, October 31, 2023 at 1:00pm**

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

ALSO PRESENT: City Clerk Nagel.

CALL TO ORDER: Vice President Hillstrom called the meeting to order at 1:00pm.

I. Approval of the minutes of the October 10, 2023 meeting. (Minutes can be found on the City web site)
MSC Haese/Kaiser to approve the meeting minutes as presented, all voting aye.

II. Appearances.
None.

III. Unfinished Business.
None.

IV. New Business.

A. Public Works

1. Change Order No.1, Neenah Creek Bridge, for additional rebar, clearing, grubbing, pile steel, and silt screen, to Pheifer Brothers, in an amount of \$10,281.34.
(Attachment)

Info. Only

MSC Kaiser/Haese to approve Change Order No. 1 on the Neenah Creek Bridge Project as presented, all voting aye.

Discussion: The Change Order makes adjustments to quantities used on the project based on changes in the field and actual installed items on the project. There was discussion on grubbing vs. clearing. Grubbing is removing unwanted vegetation from underground, clearing is removing unwanted surface material. There was a limited amount of grubbing and clearing with this contract. Additional grubbing and clearing will be done by the city crew if necessary.

2. Pay Request No.1, Neenah Creek Bridge, to Pheifer Brothers, in an amount of \$222,046.22. (Attachment)

Info. Only

MSC Kaiser/Lendrum to approve Pay Request No. 1 on the Neenah Creek Bridge Project as presented, all voting aye.

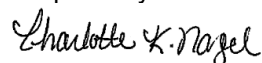
Discussion: The overall project is progressing well. Estimated completion is May 2024. The project is slightly behind schedule but should be able to make up time over winter. The goal is to have the parapet installed, curb, and asphalt complete before winter. Barriers will be left up over the winter months for safety reasons.

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

VI. Adjournment.

MSC Rasmussen/Kaiser to adjourn, all voting aye. Meeting adjourned at 1:09pm.

Respectfully Submitted,



Charlotte Nagel
City Clerk

Contractor's Application for Payment

Owner: <u>City of Neenah</u>	Owner's Project No.: _____
Engineer: <u>GRAEF</u>	Engineer's Project No.: <u>2022-0228.00</u>
Contractor: <u>Pheifer</u>	Contractor's Project No.: _____
Project: <u>Neenah Creek Bridge</u>	
Contract: _____	
Application No.: <u>1</u>	Application Date: <u>10/13/2023</u>
Application Period: <u>From 9/21/2023</u>	<u>to 10/13/2023</u>

1. Original Contract Price	\$ 518,307.69
2. Net change by Change Orders	\$ 10,281.34
3. Current Contract Price (Line 1 + Line 2)	\$ 528,589.03
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 233,732.86
5. Retainage	
a. <u>5%</u> X \$ 233,732.86 Work Completed	\$ 11,686.64
b. _____ X \$ - Stored Materials	\$ -
c. Total Retainage (Line 5.a + Line 5.b)	\$ 11,686.64
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 222,046.22
7. Less previous payments (Line 6 from prior application)	
8. Amount due this application	\$ 222,046.22
9. Balance to finish, including retainage (Line 3 - Line 4)	\$ 294,856.17

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:


(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Pheifer Brothers Construction

Signature: Josh Felhofer **Date:** 10/13/2023

Recommended by Engineer	Approved by Owner
By: <u></u>	By: _____
Title: <u>Project Manager</u>	Title: _____
Date: <u>10-19-23</u>	Date: _____
Approved by Funding Agency	
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Neenah
 Engineer: GRAEF
 Contractor: Pfeifer
 Project: Neenah Creek Bridge
 Contract:

Owner's Project No.:
 Engineer's Project No.: 2022-0228.00
 Contractor's Project No.: 951-00

Application No.: 1 Application Period: From 9/21/23 to 10/13/23 Application Date: 10/13/23

A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information			Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)	
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work					Value of Work Completed to Date (E X G) (\$)
Original Contract											
201.0110	Clearing	342	SY	\$4.25	1,453.50	342.00	1,453.50		1,453.50	100%	-
201.0210	Grubbing	342	SY	\$4.25	1,453.50	342.00	1,453.50		1,453.50	100%	-
204.0110	Removing Asphaltic Surface	18	SY	\$20.00	360.00		-				360.00
204.0165	Removing Guardrail	84	LF	\$12.00	1,008.00	84.00	1,008.00				1,008.00
204.0170	Removing Fence	52	LF	\$12.00	624.00	80.00	960.00				624.00
205.0100	Excavation Common	1	EACH	\$16,500.00	16,500.00	0.50	8,250.00				16,500.00
206.1001	Excavation for Structures Bridges (structure)	1	EACH	\$9,000.00	9,000.00	1.00	9,000.00				9,000.00
210.1500	Backfill Structure Type A	467	TON	\$36.60	17,092.20	231.75	8,482.05				17,092.20
305.0110	Base Aggregate Dense 3/4-Inch	1	TON	\$450.00	450.00		-				450.00
305.0120	Base Aggregate Dense 1 1/4-Inch	134	TON	\$18.50	2,479.00	42.73	790.51		790.51	32%	1,688.49
465.0105	Asphaltic Surface	100	TON	\$238.80	23,880.00		-		-	0%	23,880.00
502.0100	Concrete Masonry Bridges	166	CY	\$800.00	132,800.00	65.00	52,000.00		52,000.00	39%	80,800.00
502.3200	Protective Surface Treatment	336	SY	\$3.30	1,108.80		-		-	0%	1,108.80
502.3210	Pigmented Surface Sealer	177	SY	\$8.10	1,433.70		-		-	0%	1,433.70
503.0137	Prestressed Girder Type I 36W-Inch	265	LF	\$320.00	84,800.00	265.00	84,800.00		84,800.00		-
505.0400	Bar Steel Reinforcement HS Structures	3360	LB	\$1.20	4,025.28	3,360.00	4,025.28		4,025.28		-
505.0600	Bar Steel Reinforcement HS Coated Structures	17370	LB	\$1.31	22,719.96		-		-	0%	22,719.96
506.2605	Bearing Pads Elastomeric Non-Laminated	8	EACH	\$180.00	1,440.00		-		-	0%	1,440.00
506.4000	Steel Diaphragms (structure)	3	EACH	\$1,500.00	4,500.00		-		-	0%	4,500.00
513.7006	Railing Steel Type C1	136	LF	\$240.00	32,640.00		-		-	0%	32,640.00
517.1010.S	Concrete Staining (Structure)	419	SF	\$5.25	2,199.75		-		-	0%	2,199.75
517.1015.S	Concrete Staining Multi-Color (Structure)	511	SF	\$7.00	3,577.00		-		-	0%	3,577.00
517.1050.S	Architectural Surface Treatment (Structure)	511	SF	\$20.00	10,220.00		-		-	0%	10,220.00
550.1100	Pile Steel HP 10-Inch X 42 lb	756	LF	\$56.00	42,336.00	756.00	42,336.00		42,336.00	100%	-
606.0300	Riprap Heavy	268	CY	\$84.00	22,512.00	101.50	8,526.00		8,526.00	38%	13,986.00
612.0406	Pipe Underdrain Wrapped 6-Inch	165	LF	\$10.00	1,650.00	88.00	880.00		880.00	53%	770.00
614.0150	Anchor Assemblies for Steel Plate Beam Guard	2	EACH	\$400.00	800.00		-		-	0%	800.00
614.0305	Steel Plate Beam Guard Class A	24.5	LF	\$50.00	1,225.00		-		-	0%	1,225.00
614.0345	Steel Plate Beam Guard Short Radius	44.5	LF	\$50.00	2,225.00		-		-	0%	2,225.00
619.1000	Mobilization	1	EACH	\$35,939.44	35,939.44	0.50	17,969.72		17,969.72	50%	17,969.72
625.0100	Topsoil	64	SY	\$20.00	1,280.00		-		-	0%	1,280.00
627.0200	Mulching	64	SY	\$2.00	128.00		-		-	0%	128.00
628.1504	Silt Fence	182	LF	\$5.50	1,001.00	179.00	984.50		984.50	98%	16.50
628.1520	Silt Fence Maintenance	182	LF	\$1.00	182.00		-		-	0%	182.00
628.1550	Silt Screen	184	LF	\$44.00	8,096.00	184.00	8,096.00		8,096.00	100%	-
628.1905	Mobilizations Erosion Control	1	EACH	\$300.00	300.00	1.00	300.00		300.00	100%	-
628.1910	Mobilizations Emergency Erosion Control	3	EACH	\$200.00	600.00		-		-	0%	600.00
628.2006	Erosion Mat Urban Class I Type A	64	SY	\$7.50	480.00		-		-	0%	480.00
628.7015	Inlet Protection Type C	1	EACH	\$150.00	150.00	1.00	150.00		150.00	100%	-

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Neenah
 Engineer: GRAEF
 Contractor: Pfeifer
 Project: Neenah Creek Bridge
 Contract:

Owner's Project No.:
 Engineer's Project No.: 2022-0228.00
 Contractor's Project No.: 951-00

Application No.: 1 Application Period: From 9/21/23 to 10/13/23 Application Date: 10/13/23

A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information			Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)	
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work					Value of Work Completed to Date (E X G) (\$)
628.7560	Tracking Pads	1	EACH	\$100.00	100.00		-		-	0%	100.00
629.0210	Fertilizer Type B	0.04	CWT	\$1,000.00	40.00		-		-	0%	40.00
630.0130	Seeding Mixture No. 30	1	LB	\$250.00	250.00		-		-	0%	250.00
630.0200	Seeding Temporary	2	LB	\$75.00	150.00		-		-	0%	150.00
643.5000	Traffic Control	1	EACH	\$11,350.00	11,350.00	0.50	5,675.00		5,675.00	50%	5,675.00
645.0111	Geotextile Type DF Schedule A	72	SY	\$8.00	576.00	36.00	288.00		288.00	50%	288.00
645.0120	Geotextile Type HR	480	SY	\$6.60	3,168.00	152.25	1,004.85		1,004.85	32%	2,163.15
650.4500	Construction Staking Subgrade	43	LF	\$0.01	0.43		-		-	0%	0.43
650.5000	Construction Staking Base	43	LF	\$0.01	0.43		-		-	0%	0.43
650.5500	Construction Staking Curb Gutter and Curb & Gutter	50	LF	\$5.00	250.00		-		-	0%	250.00
650.6501	Construction Staking Structure Layout (structure)	1	EACH	\$2,500.00	2,500.00	1.00	2,500.00		2,500.00	100%	-
650.9911	Construction Staking Supplemental Control	1	EACH	\$500.00	500.00	1.00	500.00		500.00	100%	-
690.0150	Sawing Asphalt	86	LF	\$2.95	253.70		-		-	0%	253.70
SPV.01	24-INCH CONCRETE CURB AND GUTTER	50	LF	\$90.00	4,500.00		-		-	0%	4,500.00
Original Contract Totals					\$ 518,307.69		\$ 261,432.91	\$ -	\$ 233,732.86	45%	\$ 284,574.83

