



**City of Neenah
Board of Public Works Agenda
Tuesday, August 5, 2025 at 12:00 PM
Hauser Room
Neenah City Hall
211 Walnut Street**

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

- I. Approval of the minutes of the July 16, 2025 meeting. (Minutes can be found on the city website)
- II. Appearances.
- III. Unfinished Business.
- IV. New Business.
 - A. Public Works
 1. Final Pay Request, Contract 14-24, Oak Hill Cemetery and Washington Park Fiber Connection Project, to Directional Drilling Services, Inc., in the amount of \$80,351.30. (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 e-mail clerk@neenahwi.gov at least 48 hours prior to the scheduled meeting or event to request an accommodation.



**City of Neenah
Board of Public Works Agenda
Wednesday, July 16, 2025 at 1:30 PM
Hauser Room
Neenah City Hall
211 Walnut Street**

I. Call to order.

Mayor Lang called the meeting to 1:30 PM

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

ALSO PRESENT: Water Utility Director Mach, Civil Engineer Eckhart, Civil Engineer Kummerow, IT Director Schroeder, Clerk Nagel, and Alderman Pollnow.

EXCUSED: None.

II. Approval of the minutes of the June 26, 2025 meeting. (Minutes can be found on the city website)

MSC Ellis/Kaiser to approve the June 26, 2025 minutes as written, all voting aye.

III. Appearances.

A. Alderman Pollnow – Would like Board of Public Works meetings held at a consistent day and time. He would also like to see project budgeted amount included in minutes.

IV. Unfinished Business. None.

V. New Business.

A. Community Development

1. Approve the Courtside Fields Subdivision Development and Fee Agreement. (Attachment).

Director Nieforth presented the Development and Fee Agreement to the Board which is similar to others on file. Lauden Blvd angle parking will be cleaned up with the reconstruction project included in the 2026 CIP. The regional stormwater pond will be owned and operated by the city. The north side middle open space will be owned by the developer with future use yet to be determined.

Discussion was had on the installation timing of the sidewalk installation on the east side Elm. The track and the bleachers will have to be removed by the developer.

MSC Ellis/Rashid, to recommend Council approve the Courtside Fields Subdivision Development and Fee Agreement, all aye.

B. Public Works

1. Change Order No.3, Contract 14-24, Oak Hill Cemetery and Washington Park Fiber Connection Project, to Directional Drilling Services, for 350' of cobble adder fiber, in the amount of \$6,475.00. (Attachment).

The additional costs were due to unanticipated underground conditions discovered during drilling. The excess costs will come from the smart cities fund.

MSC Kaiser/Nieforth to approve Change Oder No. 3, on Contract 14-24, in the amount of \$6,475.00, all voting aye. All voting aye.

2. Final Pay Request, Contract 11-24, Douglas Storm Water Pond, to Calnin & Goss, Inc., in the amount of \$48,341.87. (Attachment).

Final Pay Request is for retainage, along with seeding and fertilizer used this spring. The pond is complete.

MSC Kaiser/Ellis to recommend Council approve Final Pay Request, Contract 11-24, Douglas Storm Water Pond, to Calnin & Goss, Inc., in the amount of \$48,341.87, all voting aye.

3. Pay Request No.3, Contract 1-25, Utility and Street Construction, on Alexander Dr., Bruce St., Forest Manor Dr., Lexington Ct., and Southfield Plat, to Donald Hietpas & Sons Construction Co., in the amount of \$88,929. (Attachment).

MSC to approve Pay Request No.3, Contract 1-25, in the amount of \$88,929.00, all voting aye.

4. Pay Request No.4, Contract 2-25, Utility and Street Construction, on Douglas St. and Elm St., to Feaker & Sons Construction Inc., in the amount of \$263,171.28. (Attachment).

Pay Request No. 4 is for gravel and grading of the project.

MSC Kaiser/Ellis to approve Pay Request No.4, Contract 2-25, in the amount of \$263,171.28, all voting aye.

5. Pay Request No.1, Contract 3-25, Utility and Street Construction, on Caroline St. and Hickory Ln., to David Tenor Corporation, in the amount of \$84,037.50. (Attachment).

MSC Kaiser/Lendrum to approve Pay Request No.1, Contract 3-25, in the amount of \$84,037.50, all aye.

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

VII. Adjournment.
MSC Kaiser/Rasmussen to adjourn, all voting aye. Meeting adjourned at 1:43 PM.

Respectfully Submitted,



Charlotte Nagel, City Clerk

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

Contractor Name: Directional Drilling Services, Inc.		Contract No.:	14-24
Address: 2094 County Road QQ		Contract Amount:	\$80,351.30
City: Green Bay, WI 54311			
Name of Project: Oak Hill Cemetery and Washington Park Fiber Connection Project			
Location of Project: Various			
Pay Request No.	1-FINAL	For Period:	

CONTRACT SUMMARY

Original Contract Amount		\$64,953.40
Net Amount of Change Order	<u>No.1, 2, 3</u>	\$15,397.90
Adjusted Contract Amount		<u>\$80,351.30</u>

WORK PERFORMED TO DATE

Work Performed to Date		\$80,351.30
Less Retainage of 5%. If different indicate here	_____	\$0.00
Net Amount Earned to Date		\$80,351.30
Less Previous Payments		\$0.00

BALANCE DUE THIS PAYMENT **\$80,351.30**

CONTRACT BREAKOUT

	Account Numbers	Project #	Budget Total	Contract Breakdown	Due This Estimate	Paid to Date
Smart Cities	011-1750-743.02-36	ISE04	\$104,179.00	\$80,351.30	\$80,351.30	\$0.00

CERTIFICATION OF CONTRACTOR:

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

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



Invoice

2094 County Road QQ
 Green Bay, WI 54311
 Phone (920) 489-2938

Date	Invoice #
6/30/2025	2227

tim.potts@directionaldrillingservices.com

City of Neenah
 PO Box 426
 Bill To Neenah, WI 54957

P.O. No.	Terms	Job Number
14-24	Net 30	1917

HRS/FTG	Description	U/M	Rate	Amount
1	Contract 14-24/ / Quest Project Number 9422093 Oak Hill Cemetary and Washington Park Fiber Connection Project. Final Project Invoice		80,351.30	80,351.30

Thank you for your business.

Please pay from this invoice. No statement will be sent.

Total \$80,351.30



Date: July 22, 2025

City of Neenah
Department of Public Works
211 Walnut Street
Neenah, WI 54956

Subject: Completion of the "Cemetery and Washington Park Fiber Optic Connections" Project

To Whom It May Concern,

This letter serves as a formal notification that the "Cemetery and Washington Park Fiber Optic Connections" project has been completed in accordance with the approved plans, specifications, and scope of work outlined for the project. The exception to this is the termination panels in the Cemetery Maintenance Shed and the Chapel, although both replacement options were approved by both MCE and City Officials as suitable replacements.

All fiber optic infrastructure has been successfully installed, tested, and verified to meet performance and installation standards. The work has been reviewed for completeness and quality, and we confirm that no outstanding items remain.

Should there be any questions or a need for additional documentation or inspection, please do not hesitate to contact me directly.

We appreciate the opportunity to work with the City of Neenah and look forward to supporting any future initiatives.

Sincerely,

Sam Frisbie
OSP Engineer
Multimedia Communications & Engineering
920.314.0984
sfrisbie@mcewi.com