

**CITY OF NEENAH**  
**SPECIAL PUBLIC SERVICES AND SAFETY COMMITTEE MEETING**  
**February 15, 2023 @ 6:00 PM**  
**City Hall, 211 Walnut Street**  
**Hauser Room**

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.

**A G E N D A**

1. Public Appearances
2. Approve the Amended Special Assessment Report-Installation of Street, Curb/Gutter, Sidewalk for New Subdivision Streets
  - a. Cardinal Plat (Attachment)
  - b. Integrity Acres & Integrity Acres 1<sup>st</sup> Addition (Attachment)
3. Announcements/Future Agenda Items
4. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the **City Clerk Office at (920)886-6101** or the **City's ADA Coordinator at (920)886-6106 or e-mail [attorney@ci.Neenah.wi.us](mailto:attorney@ci.Neenah.wi.us)** at least 48 hours prior to the scheduled meeting or event to request an accommodation.



Department of Public Works  
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Phone 920-886-6241 • e-mail: gkaiser@ci.neenah.wi.us  
GERRY KAISER, P.E.  
DIRECTOR OF PUBLIC WORKS

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

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**DATE:** February 10, 2023  
**TO:** Mayor Lang and Members of the Public Services and Safety Committee  
**FROM:** Gerry Kaiser, Director of Public Works  
**RE:** Amended Assessment Reports: Cardinal Plat, Integrity Acres

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After reviewing the assessment calculations for new street construction in the subdivisions discussed at the last meeting of the Public Services and Safety Committee, adjustments are necessary in the assessment reports for Cardinal Plat and Integrity Acres/1<sup>st</sup> Addition to Integrity Acres. The calculations for each subdivision are attached. I recommend that the chairman be authorized to sign the reports as presented.

Cardinal Plat: There were three duplicate parcels in the table provided previously. Those have been removed and the lot count corrected. These changes have increased the unit assessment estimate from \$15,090 per lot to \$17,760 per lot.

Integrity Acres/1<sup>st</sup> Addition to Integrity Acres: The Town of Vinland property abutting the west side of Honor Street should have been included as a deferred assessment to be collected upon annexation. The utility construction for the 1<sup>st</sup> Addition to Integrity Acres provided for seven future lots on that side of the street, so seven units of a deferred assessment were added to the existing 37 lots. That brings the total lot count for assessment purposes to 44. This reduces the unit assessment estimate from \$16,580 per lot to \$13,950 per lot.

**Report of the Committee of Public Services and Safety  
on Proposed Assessments**

In accordance with the (preliminary) Resolution No. 2022-26, and the requirements of §66.0703(5), Wis. Stats., we herewith submit our report on the improvements and the assessment of benefits under the police power for the improvements to be made in the streets or portions of streets listed below.

The plans and specifications have been approved by the Committee and are on file with the Director of Public Works.

The descriptions of the improvement and the estimate of the entire cost of the proposed improvements and the benefits and damages, which estimate of benefits and damages have been made from a view of each parcel, are as follows:

**Installation of curb, gutter, sidewalk, and pavement for properties on the streets in the Cardinal Plat:**

	Street	No. of Served Properties	Estimated Construction Costs (1)	Estimated Assessable Costs (1)	Estimated Direct Costs	Estimated City Costs
1.	Cardinal Circle Lone Oak Dr (Hedgeview to N Terminus) Paintbrush Rd (Lone Oak to 135' E of Lone Oak)	17	\$363,500	\$301,900	\$61,600	\$0

Damages - Nil

(1) Includes 10% engineering and administration fees and deducts amount escrowed for project.

A schedule of the properties benefited by the improvements is on file with the Director of Public Works. The properties benefited will be assessed pursuant to Sec. 13-1, Neenah Code, according to the following rates.

**Estimated Schedule of Assessment Rates**

*Single-Family / Two-Family Residence District \$ 17,760 per parcel*

**Public Services and Safety Committee**

**Dated:** \_\_\_\_\_

**By:** \_\_\_\_\_  
**Chairman**

**STREET ASSESSMENT**

**Cardinal Plat**

Project Cost Estimate:	\$378,000
10% Engineering/Administration:	\$37,800
<b>Total Project Cost:</b>	<b>\$415,800</b>
Escrowed Amount:	\$52,300
<b>Net Project Estimate:</b>	<b>\$363,500</b>
Direct Costs:	\$61,600
<b>Assessable Project Costs:</b>	<b>\$301,900</b>

Plate No.	Assessment Address	Code	Main St. Ftg.	Side St. Ftg.	Assessable Front Footage	Assmt. Rate	Total Frontage Assessment	Units	Unit Rate	Total Unit Assessment
11-0600-00-00	1319 CARDINAL		0.00		0.00	\$158.91	\$0.00	0	\$17,758.82	\$0.00
11-0600-01-00	1566 LONE OAK	A	124.96		124.96	\$158.91	\$19,857.47	1	\$17,758.82	\$17,758.82
11-0600-02-00	1562 LONE OAK	F	125.00	130.77	125.00	\$158.91	\$19,863.83	1	\$17,758.82	\$17,758.82
11-0600-03-00	1556 LONE OAK	F	116.70	125.00	116.70	\$158.91	\$18,544.87	1	\$17,758.82	\$17,758.82
11-0600-04-00	1552 LONE OAK	A	105.00		105.00	\$158.91	\$16,685.62	1	\$17,758.82	\$17,758.82
11-0600-05-00	1548 LONE OAK	A	105.00		105.00	\$158.91	\$16,685.62	1	\$17,758.82	\$17,758.82
11-0600-06-00	1341 CARDINAL	F	104.75	130.82	104.75	\$158.91	\$16,645.89	1	\$17,758.82	\$17,758.82
11-0600-07-00	1337 CARDINAL	C	96.92		96.92	\$158.91	\$15,400.82	1	\$17,758.82	\$17,758.82
11-0600-08-00	1333 CARDINAL	C	110.83		110.83	\$158.91	\$17,612.06	1	\$17,758.82	\$17,758.82
11-0600-09-00	1329 CARDINAL	C	126.79		126.79	\$158.91	\$20,148.28	1	\$17,758.82	\$17,758.82
11-0600-10-00	1325 CARDINAL	C	103.50		103.50	\$158.91	\$16,446.46	1	\$17,758.82	\$17,758.82
11-0600-11-00	1321 CARDINAL	C	110.61		110.61	\$158.91	\$17,577.10	1	\$17,758.82	\$17,758.82
11-0600-12-00	1317 CARDINAL	C	111.09		111.09	\$158.91	\$17,653.38	1	\$17,758.82	\$17,758.82
11-0600-13-00	1313 CARDINAL	F	111.06	129.99	111.06	\$158.91	\$17,648.61	1	\$17,758.82	\$17,758.82
11-0600-14-00	1312 CARDINAL	F	116.26	139.99	116.26	\$158.91	\$18,474.95	1	\$17,758.82	\$17,758.82
11-0600-15-00	1316 CARDINAL	H	107.63	125.12	107.63	\$158.91	\$17,102.76	1	\$17,758.82	\$17,758.82
11-0600-16-00	1336 CARDINAL	H	105.09	124.24	105.09	\$158.91	\$16,699.12	1	\$17,758.82	\$17,758.82
11-0600-17-00	1340 CARDINAL	F	118.64	141.91	118.64	\$158.91	\$18,853.16	1	\$17,758.82	\$17,758.82
			1899.81		1899.81		\$301,900.00	17.00		\$301,900.00

Frontage Calculation Codes

- A =Rectangular Interior Lot
- B =Cul de Sac Lot or Lot with Concave Curve
- C =Trapezoidal Lot
- D =Triangular Lot
- E =Interior Lot with a Convex Curve
- F =Corner Lot - Unequal Frontages
- G =Corner Lot - Equal Frontages
- H =Corner Lot with a Convex Curve
- I =Uncategorized Irregular Lot



**Report of the Committee of Public Services and Safety  
on Proposed Assessments**

In accordance with the (preliminary) Resolution No. 2022-24, and the requirements of §66.0703(5), Wis. Stats., we herewith submit our report on the improvements and the assessment of benefits under the police power for the improvements to be made in the streets or portions of streets listed below.

The plans and specifications have been approved by the Committee and are on file with the Director of Public Works.

The descriptions of the improvement and the estimate of the entire cost of the proposed improvements and the benefits and damages, which estimate of benefits and damages have been made from a view of each parcel, are as follows:

**Installation of curb, gutter, sidewalk, and pavement for properties on the streets in the Integrity Acres Subdivision and the First Addition to Integrity Acres:**

	Street	No. of Served Properties	Estimated Construction Costs (1)	Estimated Assessable Costs (1)	Estimated Direct Costs	Estimated City Costs
1.	Integrity Way (Honor St to Woodenshoe Rd) Respect Ave (Integrity Way to Honor St) Honor St (Cty Rd G to Integrity Way)	44	\$720,661	\$613,461	\$107,200	\$0

Damages - Nil

- (1) Includes 10% engineering and administration fees and deducts amount escrowed for project.
- (2) Area abutting the west side of Honor Street was included as served property with a deferred assessment upon annexation. This area has been projected to hold 7 lots.

A schedule of the properties benefited by the improvements is on file with the Director of Public Works. The properties benefited will be assessed pursuant to Sec. 13-1, Neenah Code, according to the following rates.

**Estimated Schedule of Assessment Rates**

***Single-Family / Two-Family Residence District \$13,950 per parcel***

**Public Services and Safety Committee**

**Dated:** \_\_\_\_\_

**By:** \_\_\_\_\_  
**Chairman**

**STREET ASSESSMENT**

**Integrity Acres  
1st Addition to Integrity Acres**

Project Cost Estimate: \$711,200  
 10% Engineering/Administration: \$71,120  
**Total Project Estimate: \$782,320**  
 Escrowed Amount: \$61,639  
 Net Project Estimate: \$720,681  
 Direct Costs: \$107,200  
 Assessable Project Costs: \$613,481

Plate No.	Assessment Address	Code	Main St. Ftg.	Side St. Ftg.	Assessable Front Footage	Assmt. Rate	Total Frontage Assessment	Units	Unit Rate	Total Unit Assessment
11-3000-00-00	1500 INTEGRITY		216.87		0.00	\$119.43	\$0.00	0	\$13,942.75	\$0.00
11-3000-01-00	1521 INTEGRITY	A	100.00		100.00	\$119.43	\$11,942.84	1	\$13,942.75	\$13,942.75
11-3000-02-00	1517 INTEGRITY	A	100.00		100.00	\$119.43	\$11,942.84	1	\$13,942.75	\$13,942.75
11-3000-03-00	1513 INTEGRITY	A	100.00		100.00	\$119.43	\$11,942.84	1	\$13,942.75	\$13,942.75
11-3000-04-00	1509 INTEGRITY	A	100.00		100.00	\$119.43	\$11,942.84	1	\$13,942.75	\$13,942.75
11-3000-05-00	1505 INTEGRITY	A	100.00		100.00	\$119.43	\$11,942.84	1	\$13,942.75	\$13,942.75
11-3000-06-00	1501 INTEGRITY	F	116.87		116.87	\$119.43	\$13,957.60	1	\$13,942.75	\$13,942.75
11-3000-07-00	1508 INTEGRITY	A	100.00		100.00	\$119.43	\$11,942.84	1	\$13,942.75	\$13,942.75
11-3000-08-00	1512 INTEGRITY	A	100.00		100.00	\$119.43	\$11,942.84	1	\$13,942.75	\$13,942.75
11-3000-09-00	1516 INTEGRITY	A	100.00		100.00	\$119.43	\$11,942.84	1	\$13,942.75	\$13,942.75
11-3000-10-00	1520 INTEGRITY	A	100.00		100.00	\$119.43	\$11,942.84	1	\$13,942.75	\$13,942.75
11-3000-11-00	1524 INTEGRITY	A	130.84		130.84	\$119.43	\$15,626.01	1	\$13,942.75	\$13,942.75
11-3000-12-00	1528 INTEGRITY	A	133.00		133.00	\$119.43	\$15,883.98	1	\$13,942.75	\$13,942.75
11-3000-13-00	1532 INTEGRITY	A	124.24		124.24	\$119.43	\$14,837.79	1	\$13,942.75	\$13,942.75
11-3000-14-00	1536 INTEGRITY	A	120.00		120.00	\$119.43	\$14,331.41	1	\$13,942.75	\$13,942.75
11-3000-15-00	1540 INTEGRITY	A	120.84		120.84	\$119.43	\$14,431.73	1	\$13,942.75	\$13,942.75
11-3000-16-00	1830 HONOR	F	142.00	180.00	142.00	\$119.43	\$16,958.84	1	\$13,942.75	\$13,942.75
11-3000-17-00	1826 HONOR	A	100.00		100.00	\$119.43	\$11,942.84	1	\$13,942.75	\$13,942.75
11-3000-18-00	1822 HONOR	A	100.00		100.00	\$119.43	\$11,942.84	1	\$13,942.75	\$13,942.75
11-3000-19-00	1818 HONOR	A	100.00		100.00	\$119.43	\$11,942.84	1	\$13,942.75	\$13,942.75
11-3000-20-00	1814 HONOR	A	100.00		100.00	\$119.43	\$11,942.84	1	\$13,942.75	\$13,942.75
11-3000-21-00	1810 HONOR	F	135.00	180.00	135.00	\$119.43	\$16,122.84	1	\$13,942.75	\$13,942.75
11-3000-22-00	1815 RESPECT	H	119.98	164.98	119.98	\$119.43	\$14,329.02	1	\$13,942.75	\$13,942.75
11-3000-23-00	1819 RESPECT	A	100.00		100.00	\$119.43	\$11,942.84	1	\$13,942.75	\$13,942.75
11-3000-24-00	1823 RESPECT	A	100.00		100.00	\$119.43	\$11,942.84	1	\$13,942.75	\$13,942.75
11-3000-25-00	1827 RESPECT	A	100.00		100.00	\$119.43	\$11,942.84	1	\$13,942.75	\$13,942.75
11-3000-26-00	1831 RESPECT	A	100.20		100.20	\$119.43	\$11,966.73	1	\$13,942.75	\$13,942.75
11-3000-27-00	1835 RESPECT	I	148.01	182.81	148.01	\$119.43	\$17,676.14	1	\$13,942.75	\$13,942.75
11-3000-28-00	1838 RESPECT	I	141.15	180.81	141.15	\$119.43	\$16,857.10	1	\$13,942.75	\$13,942.75
11-3000-29-00	1834 RESPECT	A	100.00		100.00	\$119.43	\$11,942.84	1	\$13,942.75	\$13,942.75
11-3000-30-00	1830 RESPECT	A	100.00		100.00	\$119.43	\$11,942.84	1	\$13,942.75	\$13,942.75
11-3000-31-00	1826 RESPECT	A	100.00		100.00	\$119.43	\$11,942.84	1	\$13,942.75	\$13,942.75
11-3000-32-00	1822 RESPECT	C	113.20		113.20	\$119.43	\$13,518.70	1	\$13,942.75	\$13,942.75
11-3000-33-00	1818 RESPECT	C	115.39		115.39	\$119.43	\$13,780.84	1	\$13,942.75	\$13,942.75
11-3000-34-00	1814 RESPECT	C	129.35		129.35	\$119.43	\$15,448.07	1	\$13,942.75	\$13,942.75
11-3000-35-00	1810 RESPECT	C	111.57		111.57	\$119.43	\$13,324.63	1	\$13,942.75	\$13,942.75
11-3000-36-00	1806 RESPECT	A	100.00		100.00	\$119.43	\$11,942.84	1	\$13,942.75	\$13,942.75
11-3000-37-00	1802 RESPECT	F	120.00	173.00	120.00	\$119.43	\$14,331.41	1	\$13,942.75	\$13,942.75
0260260, 0260259	Town		1015.18		1015.18	\$119.43	\$121,241.34	7	\$13,942.75	\$97,599.25
			5353.68		5136.81		\$613,481.00	44.00		\$613,481.00

Note 1: 1815 Respect and 1838 Respect frontages calculated using the lot area divided by adjoining lot depth.

Note 2: Parcel 11-3000-00-00 is city-owned.

Note 3: Deferred assessment for Town parcel west of Honor Street.

Frontage Calculation Code

- A =Rectangular Interior Lot
- B =Cul de Sac Lot or Lot with Concave Curve
- C =Trapezoidal Lot
- D =Triangular Lot
- E =Interior Lot with a Convex Curve
- F =Corner Lot - Unequal Frontages
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