



**City of Neenah
Board of Public Works Minutes
Thursday, July 15, 2026 at 11:30 AM
Hauser Room
Neenah City Hall
211 Walnut Street**

- I. Call to order
A. Mayor Borchardt called the meeting to order at 11:32 AM.

II. Roll Call

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

EXCUSED: None.

ALSO PRESENT: Fire Chief Teesch, Water Utility Director Mach, City Engineer Kummorow, and Clerk Nagel.

III. Public Appearances - None

IV. Approval of Minutes

- A. Approval of the minutes of the [June 25, 2026](#) Meeting. (Minutes can be found on the city website)

Motion by Nieforth, seconded by Kaiser to approve the minutes of June 25, 2026 as presented. No further discussion. Motion carried in a voice vote, 7-0.

V. Unfinished Business

- A. None.

VI. New Business

- A. Public Works – Director Kaiser

1. Approve Change Order No.1, Contract 4-25, Concrete Pavement and Sidewalk Repairs, Al Dix Concrete, in the amount of \$131,117.15. (attachment forthcoming)
Motion by Kaiser, seconded by Ellis to approve Change Order No.1, Contract 4-25, in the amount of \$131,117.15. Motion carried in a voice vote, 7-0.

The change order is final adjustments and quantities as part of the work for this contract. The memo outlines the reasons for the adjustments and quantities.

Alderman Defferding inquired on the escrows for Freedom Meadows which is a key area of where the adjustments were made for this change order. Kaiser explained that there are several escrows for this area because the subdivision was developed in seven phases. Each phase had its own Developers Agreement, and each Developers Agreement dictates a certain amount of the escrow for specific needs of that phase. The Finance Department keeps track of the escrows and expenses are charged to those escrows when they apply.

Alderman Defferding questioned the number of escrows that are involved in the Freedom Meadows subdivision.

POINT OF ORDER: Alderman Ellis pointed out that questioning should remain specifically to the motion that is on the table. The escrow questions are outside the purview of the motion.

Mayor Borchardt clarified that the ultimate question is, is the work in Freedom Meadows being funded through the escrows, so he will allow the discussion.

Director Kaiser wanted to make it clear that the escrows in Freedom Meadows were set up for a specific purpose and expenses applied to the escrows can only be for the expenses the escrows were set up for. Director Kaiser gave the example of there was an escrow set up for sidewalk installation of \$13,000. The cost of sidewalk installation was \$3,000. The remaining \$10,000 must be used for sidewalk installation, it is not to be used for something else. Staff is being very careful on what expenses are charged to the escrows to make sure they are in line with the Developers Agreements.

Alderman Defferding wanted to know the remaining balance of this particular sidewalk escrow. Director Kaiser advised there will be very little of the escrow fund left once the sidewalk is completely installed.

2. Recommend Council approve the Final Payment, Contract 4-25, Concrete Pavement and Sidewalk Repairs, Al Dix Concrete, in the amount of \$236,365.40. (Attachment) **Motion by Kaiser, seconded by Defferding to recommend Council approve final pay request on Contract 4-25 Concrete Pavement and Sidewalk Repairs, Al Dix Concrete, in the amount of \$236,365.40. Motion carried in a voice vote, 7-0.**

Director Kaiser advised that with the above change order, about \$40,000 will be used from the 2026 budget to cover the extra pavement repair work.

Mayor Borchardt recommends using Al Dix Concrete again as he was impressed with their speed and work quality.

3. Approve Change Order No.1, Contract 1-26, Utility and Street Construction, Elm Street, Reed Street, and Laudan Boulevard, De Groot, Inc., in the amount of \$95,708.16. (Attachment) **Motion by Kaiser, seconded by Nieforth to approve Change Order No.1, Contract 1-26, in the amount of \$95,708.16. Motion carried in a voice vote, 7-0.**

Director Kaiser advised there were some storm sewer piping that had to be changed in the field, along with gravel backfill that was the majority of the cost of the change order. There was also additional storm sewer televising on installed laterals included in this change order as well.

Alderman Defferding received complaints from residents on Reed St, who did not realize the bandwidth of the work which encroached on some lawns along the street. The contractor did have to go a little bit beyond the sidewalk but the landscaping will be restored prior to project completion by the contractor.

Alderman Defferding is requesting something in writing indicating that the landscaping will be restored to offer some reassurance to the residents. Director Kaiser advised the landscaping restoration is discussed in both the initial and the startup letter mailed to the affected residents. It is understood that there is going to be disturbance in any reconstruction or sidewalk repair project, so staff makes sure the landscaping restoration issue is addressed prior to the start of construction.

Alderman Defferding asked what is the large pipe sticking out in that area. Director Kaiser advised that is a storm sewer lateral. At the time of development of this area,

it was common not to install storm sewer laterals. Due to the lack of storm sewer laterals, there are many calls in the spring because of sump pumps discharging and creating wet spots in yards. Some sump pumps discharge out of the curb head into the roadway that has led to icing issues during freeze/thaw periods. Since about 2019, the city has been installing common lot line storm sewer laterals giving residents and opportunity to tap into them for discharging sump pumps or any other lot drainage to clear out through the common lot line storm sewer lateral.

Mayor Borchardt stated that there is a misconception that every day the contractor is going to clean up the jobsite as if the project is complete. That is simply not feasible. This is an on-going, active construction site. Therefore, it a matter of reinforcing the information that has already been given to give it in a different way so residents understand the expectation.

4. Approve Pay Request No.3, Contract 1-26, Utility and Street Construction, Elm Street, Reed Street, and Laudan Boulevard, De Groot, Inc., in the amount of \$746,523.84. (attachment forthcoming)
Motion by Kaiser, seconded by Ellis to approve Pay Request No.3, Contract 1-26, in the amount of \$746,523.84. Motion carried in voice vote, 7-0.

Director Kaiser advised the bulk of the work being storm water work on Elm Street and water work on Reed Street.

5. Approve Pay Request No.3, Contract 2-26, David Tenor Corporation, Utility and Street Construction, Sterling Avenue, Greenfield Street, Henry Street, and W. Winneconne Overpass, in the amount of \$237,445.92. (attachment forthcoming)
Motion by Kaiser, seconded by Ellis to approve Pay Request No.3, Contract 2-26, in the amount of \$237,445.92. Motion carried in a voice vote, 7-0.

Director Kaiser advised the bulk of this pay request work is for the water main installation on Henry Street.

B. Fire Department –Fire Chief Teesch

1. Pay Request No. 8, Fire Station 31 Renovation Project, in the amount of \$796,311.45 for work completed between May 27 and June 25, 2026. (Attachment)
Motion by Rashid, seconded by Rasmussen to approve Pay Request No. 8, in the amount of \$796,311.45. Motion caried in a voice vote, 7-0.

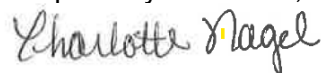
Chief Teesch advised this is a straight up pay request, no change orders. He also gave an update on the status of the project. Things are moving along.

VII. Announcements and Future Agenda Items – None.

VIII. Adjournment

Motion by Defferding, seconded by Kaiser to adjourn. Motion carried by a voice vote, 7-0. Meeting adjourned at 11:52 AM.

Respectfully Submitted,



Charlotte Nagel, City Clerk