City of Neenah
Board of Public Works Minutes
Monday, December 1, 2025 at 11:00 AM
Hauser Room
Neenah City Hall
211 Walnut Street

I. Call to order 11:05 PM
Meeting was called to order by Mayor Lang at 11:03 AM

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

ALSO PRESENT: Civil Engineer Kummerow and Clerk Nagel.

Excused: Director Rasmussen

II. Approval of the minutes of the October 23, 2025 meeting. (Minutes can be found on the city website)
Motion by Lendrum, seconded by Ellis to approve October 23, 2025 minutes as written. Motion carried in a voice vote, 6-0.

III. Appearances
A. None.

IV. Unfinished Business
A. None.

V. New Business
A. Public Works – Director Kaiser
Pay Request No.2, Contract 12-25, Window and Exterior Door Replacement, City Hall, to Omni Glass & Paint, LLC, in the amount of $130,334.00. (Attachment)
Motion by Kaiser/Rashid to approve Pay Request No. 2, Contract 12-25, in the amount of $130,334.00. Motion carried in a voice vote, 6-0.

Info. Only

The pay request is for progress on work and materials.

B. Award Contract 12-25, Courtside Fields Storm Water Pond to MCC, Inc., in the amount of $1,289,292.79. (Attachment)
Motion by Kaiser, seconded by Ellis to recommend Council award Contract 12-25, Courtside Fields Storm Water Pond to MCC, Inc., in the amount of $1,289,292.79, with funding outlined in Director Kaiser's Memo dated November 26, 2025. Motion carried in a voice vote, 6-0.

Director Kaiser distributed a memo at the meeting. A copy of that memo is attached to the minutes.

Report

Bids were opened on November 21st with MCC as the low bidder. The bid tabulation is included in the packet. The low bid came in about $100,000 above engineer's estimate. This is due to the amount of rock that would needs to be excavated.

The engineer used Douglas Pond excavation number as a baseline figure but the amount of rock on for the Courtside Fields Pond was unknown at the time of estimate. The contractor will be crushing and stockpiling on Laudan Blvd. or at the City Garage for next year's road and sewer work. The project will be starting as soon as possible with blasting complete by the end of March. The contract is responsible for notification of residents but the city will also be notifying residents as well through several different platforms.

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

VII. Adjournment
Motion by Ellis, seconded by Kaiser to adjourn. Motion carried by a voice vote. Meeting adjourned at 11:22 AM.

Ellis/Kaiser 11:22 AM

Respectfully Submitted,
Charlotte Nagel

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@neenahwi.gov
GERRY KAISER, P.E.
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

DATE: November 26, 2025

TO: Mayor Lang and Members of the Board of Public Works

FROM: Gerry Kaiser, Director of Public Works

RE: Award of Contract 12-25, Courtside Fields Pond

Bids were opened on Contract 12-25, the Courtside Fields Pond, on November 21 (bid tabulation attached). This pond is located in the area south of Laudan Boulevard mid-way between Elm Street and Reed Street. The pond will serve the required stormwater treatment needs of the Courtside Fields development along with approximately 71 additional acres in the surrounding area (drainage basin drawing attached). This is the first stormwater best management practice (BMP) that city has treating water flowing to the Fox River and is a start toward meeting our WDNR requirements for that drainage basin. Based on the 2013 Storm Water Management Plan data for that basin, we are required to remove 104,069 pounds of total suspended solids and 76 pounds of phosphorus. Based on the storm water modelling for this site, this pond will remove approximately 16,080 pounds of total suspended solids and 44 pounds of phosphorus.

The low bid on Contract 12-25 is from MCC, Inc., in the total amount of $1,289,292.79. This is comprised of $274,809.00 for storm sewer work (piping, manholes, structures) and $1,014,483.79 for pond excavation and restoration. I propose to fund the project in the following manner:

	Storm Sewer Base	Pond Exc/Restoration	Remainder	TOTAL
	049-5050-743-0236	049-5050-743-0237	049-5050-743-0237	
Budget Year	STW05	STW06	STW15	
2025	$ 156,911.04	$ 487,688.00	$ 44,693.75	
2026		$ 600,000.00		
TOTAL	$ 156,911.04	$ 1,087,688.00	$ 44,693.75	$ 1,289,292.79

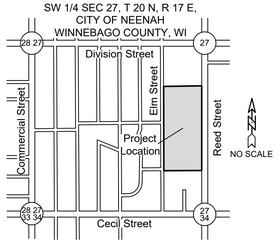
The STW05 account is for Miscellaneous Storm Sewer Repairs/Replacements. I've assigned this remaining budget from 2025 to cover the cost for the major piping leading to and from the pond.

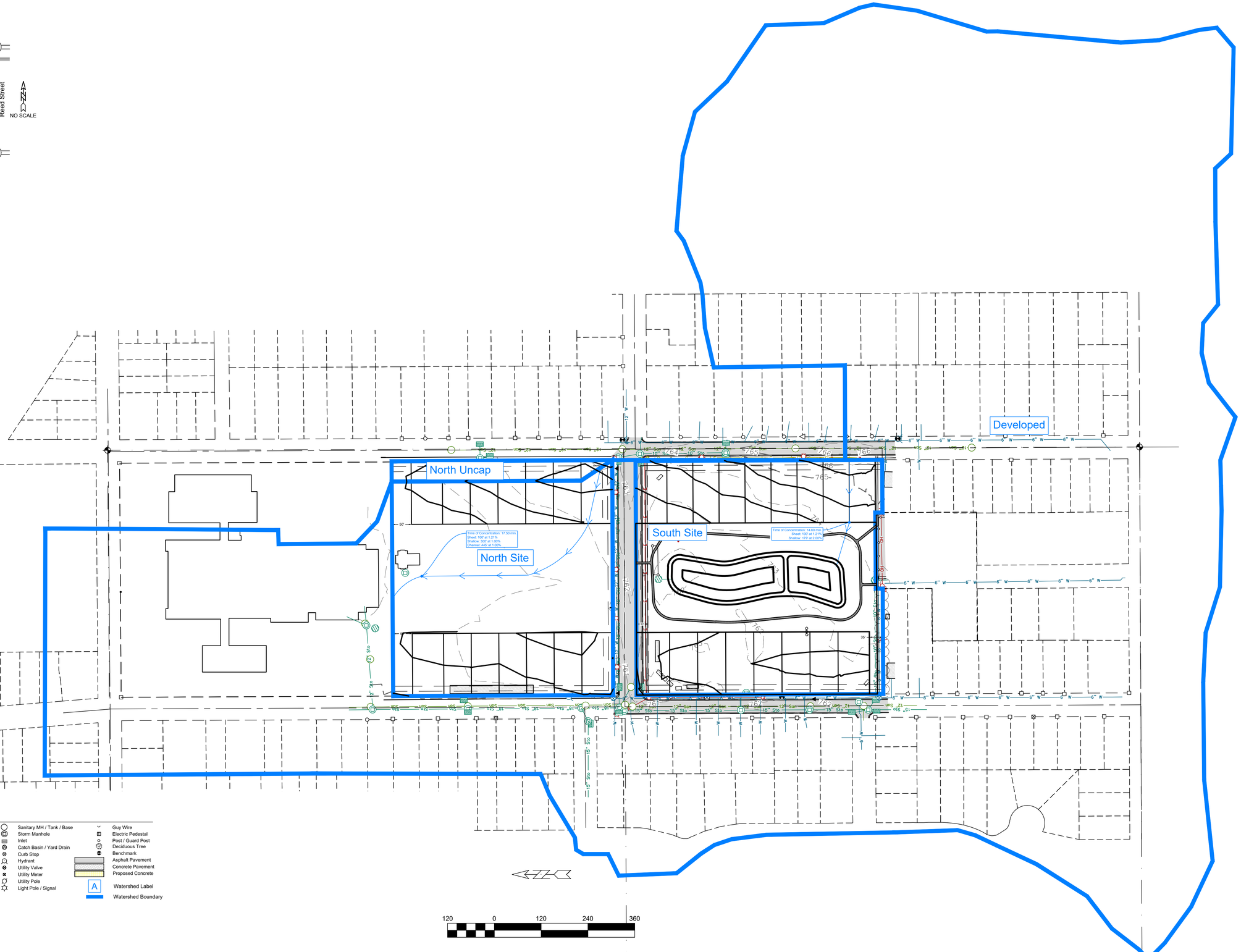
The STW06 account is for Detention Ponds. I've assigned all of the remaining budgeted funds from 2025 and all of the budgeted funds for 2026.

The STW15 account is for the Elm Street storm sewer work. The cost of storm sewer work on that project came in well below budget. I've assigned the remaining budget from that project to cover the gap in the overall project funding.

LOCATION MAP

SW 1/4 SEC 27, T 20 N, R 17 E,
CITY OF NEENAH
WINNEBAGO COUNTY, WI





LEGEND

- Overhead Utility Lines
- Sanitary Sewer (Pipe Size)
- Storm Sewer (Pipe Size)
- Underground Electric
- Underground Gas Line
- Water Main (Pipe Size)
- Fence - Steel
- Index Contour - Existing
- Intermediate Contour - Existing
- Sanitary MH / Tank / Base
- Storm Manhole
- Inlet
- Catch Basin / Yard Drain
- Curb Stop
- Hydrant
- Utility Valve
- Utility Meter
- Utility Pole
- Light Pole / Signal
- Guy Wire
- Electric Pedestal
- Post / Guard Post
- Deciduous Tree
- Benchmark
- Asphalt Pavement
- Concrete Pavement
- Proposed Concrete
- Watershed Label
- Watershed Boundary

DAVEL ENGINEERING & ENVIRONMENTAL, INC.
Civil Engineers and Land Surveyors
1164 Province Terrace, Menasha, WI 54952
Ph: 920-991-1866
www.davel.pro

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PROPOSED WATERSHED MAP

Courtsite Field - Pond

City of Neenah, Winnebago County, WI
For: City of Neenah

Date:	09/5/2025
Filename:	8059engr-city.dwg
Author:	----
Last Saved by:	tim
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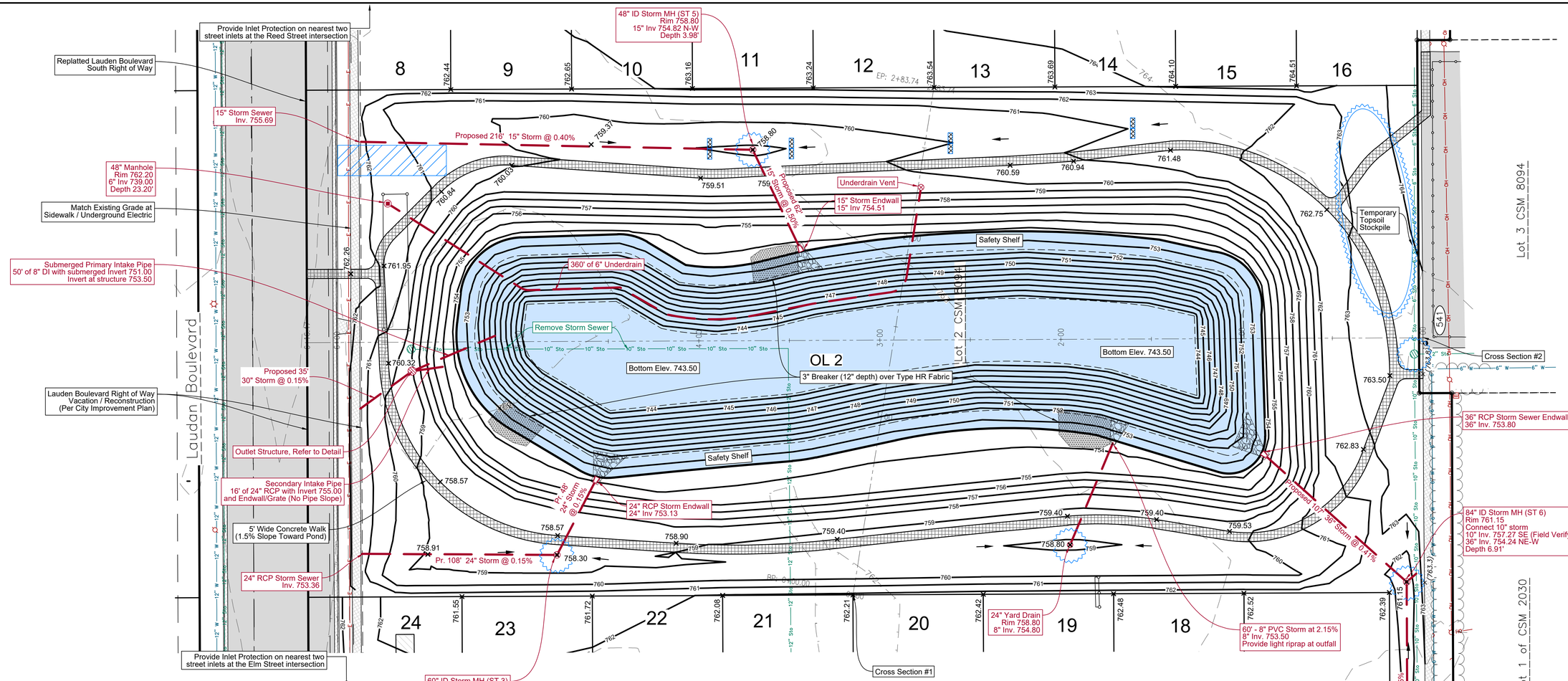
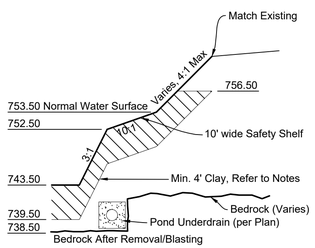
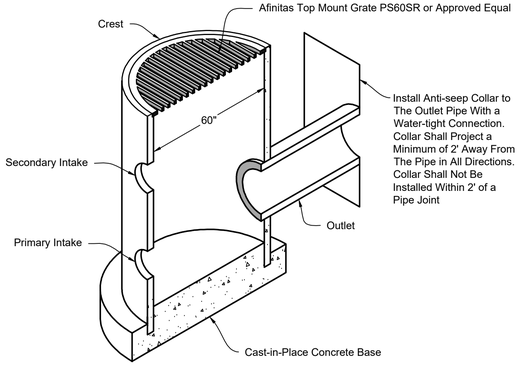


LEGEND

Underground Cable TV	Sanitary MH / Tank / Base	CATV Pedestal
Underground Fiber Optic	Clean Out / Pull Box	Gas Regulator
Overhead Utility Lines	Storm Manhole	Railroad Signal
Utility Guy Wire	Inlet	Sign
Sanitary Sewer (Pipe Size)	Catch Basin / Yard Drain	Tower / Silo
Storm Sewer (Pipe Size)	Water MH / Well	Post / Guard Post
Underground Electric	Curb Stop	Satellite Dish
Underground Gas Line	Hydrant	Large Rock
Underground Telephone	Utility Valve	Flag Pole
Water Main (Pipe Size)	Utility Meter	Deciduous Tree
Fence - Steel	Utility Pole	Coniferous Tree
Fence - Wood	Light Pole / Signal	Bush / Hedge
Fence - Barbed Wire	Guy Wire	Stump
Treeline	Electric Pedestal	Soil Boring
Railroad Tracks	Electric Transformer	Benchmark
Culvert	Electric Manhole	Asphalt Pavement
Index Contour - Existing	Air Conditioner	Concrete Pavement
Intermediate Contour - Existing	Telephone Pedestal	Gravel
Delineated Wetlands	Telephone Manhole	
	+799.9 Ex Spot Elevation	
Proposed Storm Sewer	Proposed Storm Manhole	
608 Proposed Contour	Proposed Curb Inlet	
Proposed Swale	Prop. Catch Basin / Yard Drain	
Proposed Culvert	Proposed Endwall	
Proposed Silt Fence	Proposed Rip Rap	
Prop. Drainage Direction	Proposed Inlet Protection	
Proposed Tracking Pad	Proposed Ditch Check	
	Proposed 3-inch Breaker	



TYPICAL POND SECTION



OUTLET STRUCTURE DETAIL

Outlet	
Size, in	30
Invert	753.50
Slope (%)	0.15
Primary Intake orifice	
Size, in	8
Invert	753.50 (at Structure) 751.00 (Submerged)
Secondary Intake orifice	
Size, in	24
Invert	755.00
Crest	
Elevation	760.00

Pond Notes:

1. The base of the embankment shall be stripped of all vegetation, stumps, topsoil and other matter. Stripping shall be to a minimum of 6 inches.
2. Embankments shall be constructed with non-organic soils and compacted to 90% standard proctor according to the procedures outlined in ASTM D-698. No tree stumps, or other organic material shall be buried in the embankment. The constructed embankment height shall be increased a minimum of 5% to account for settling.
3. All pipes extending through the embankment shall be bedded and backfilled with embankment or equivalent soils. The bedding and backfill shall be compacted in lifts and to the same standard as the original embankment. Excavation through a completed embankment shall have a side slope of 1:1 or flatter.
4. Topsoil shall be spread on all disturbed areas, except for elevations below the safety shelf, as work is completed. The minimum depth of topsoil shall be 4 inches.
5. All areas disturbed by pond construction shall be seeded as work is completed. Pond side slopes above permanent pool shall be temporarily seeded with annual rye or oats immediately after pond is "roughed in." This will require topsoil application. Slopes steeper than 10:1 but less than 4:1 will require properly anchored mulch in accordance with Section 627.1 of the DOT Standard Specifications for Highway and Structure Construction.
6. Riprap at all inflow points shall extend a minimum of 18 vertical inches below the permanent pool. (Section 606.2 & 606.3)
7. Any rock encountered shall be excavated to a depth two feet deeper than the bottom of the pond liner.
8. The pond shall be constructed with a Type A Liner with the following WDNR specifications (Wet Detention Pond Technical Standard 1001).

Clay liners specifications are as follows:

- 50% fines (200 sieve) or more.
- Hydraulic conductivity of 1 x 10-7 cm/sec or less.
- Average liquid limit of 25 or greater, with no value less than 10.
- Average PI of 12 or more, with no values less than 10.
- Clay installed wet of optimum if using standard proctor, and 2% wet of optimum if using modified proctor.
- Clay compaction and documentation as specified in NRCS Wisconsin Construction Specification 300, Clay Liners.
- Minimum total thickness of 4 feet

9. All liners must extend above the permanent pool up to the elevation of the 2-year, 24-hour rainfall event.
10. Any pond fountain or aeration device shall comply with conditions of DNR Technical Standard 1001 Section V.B.2.k.

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Ph.: 920-991-1866
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STORMWATER POND DETAIL

Courtsite Field - Pond

City of Neenah, Winnebago County, WI
For: City of Neenah

Date:	11/4/2025
Filename:	8059engr-city.dwg
Author:	TNW
Last Saved by:	tim
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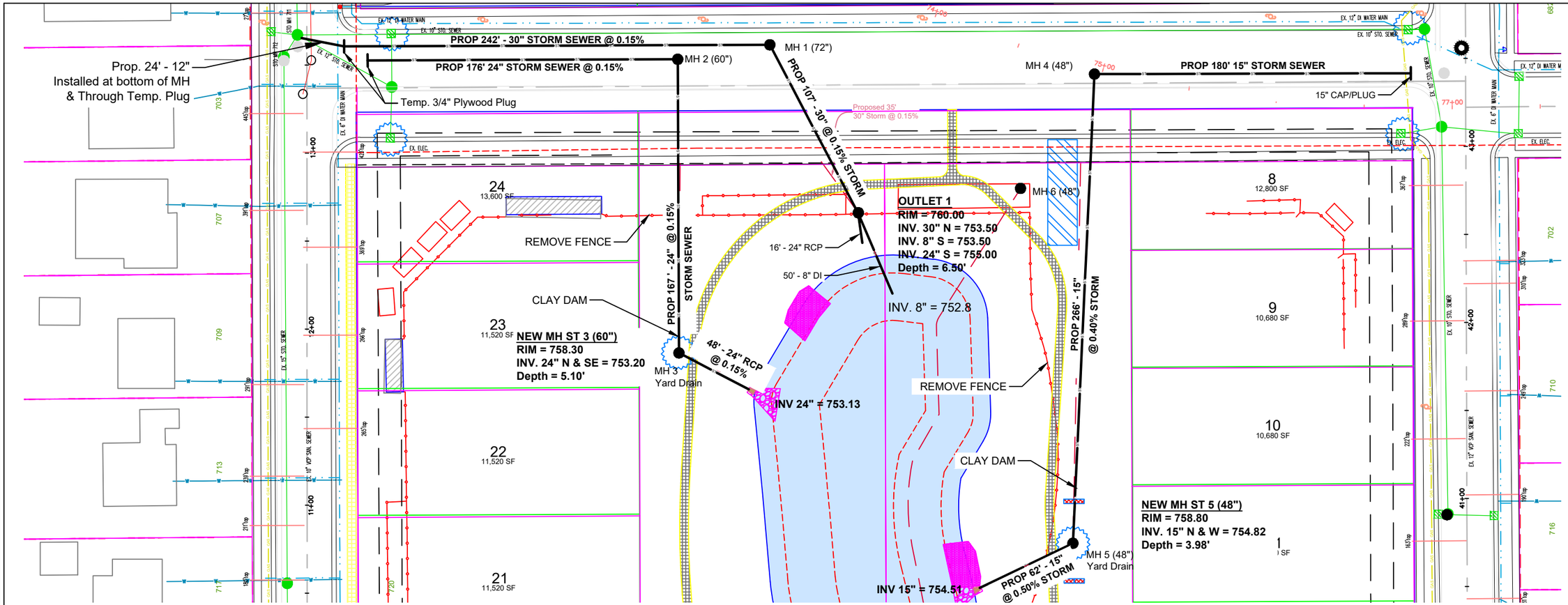

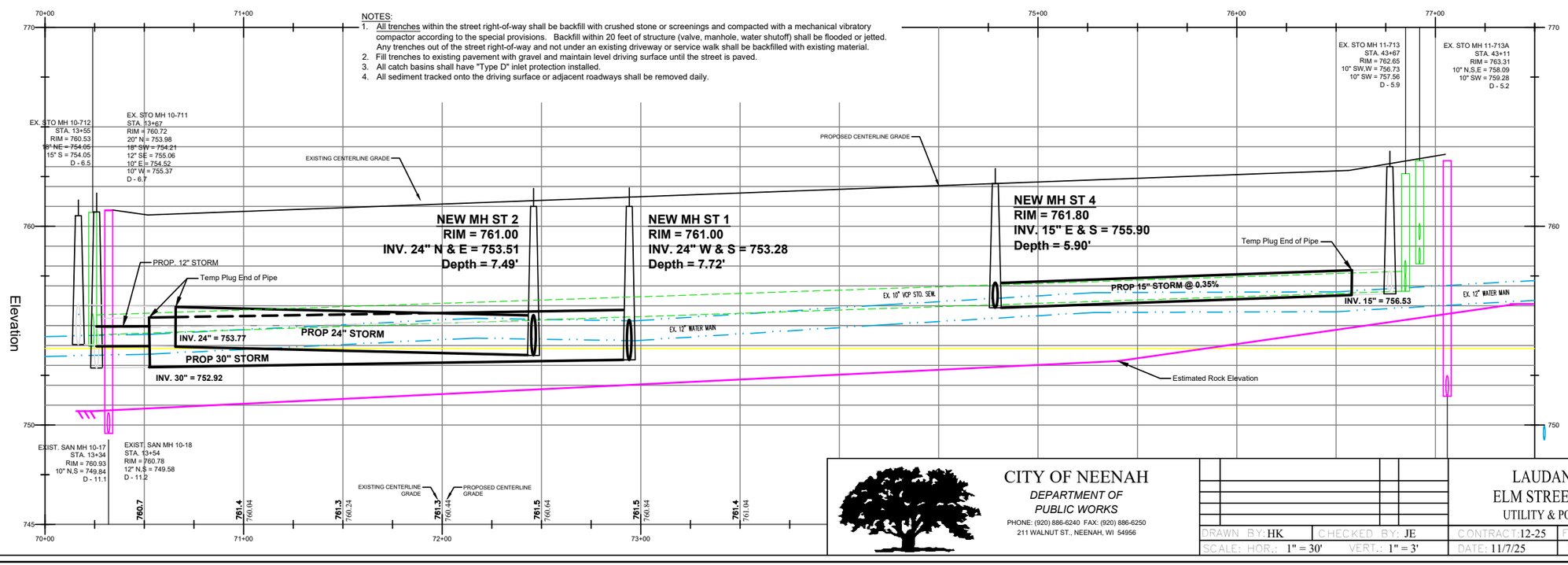

CITY OF NEENAH
DEPARTMENT OF PUBLIC WORKS
PHONE: (920) 886-6240 FAX: (920) 886-6250
211 WALNUT ST., NEENAH, WI 54956

LAUDAN BOULEVARD
ELM STREET - REED STREET
UTILITY & POND CONSTRUCTION

DRAWN BY: HK | CHECKED BY: JE | CONTRACT: 12-25 | FILE NUMBER:
SCALE: HOR.: 1" = 30' VERT.: 1" = 3' | DATE: 11/7/25 | PAGE 4 OF 8