

TOWN OF NEENAH TOWN BOARD
Meeting Agenda

DATE: Monday, February 13, 2023
TIME: 7:00 pm
LOCATION: 1600 Breezewood Lane

The meeting will also be offered virtually via ZOOM.

Meeting ID : 840 5584 6989 Passcode: 376975 Phone (312) 626-6799

Zoom Link: <https://us02web.zoom.us/j/84055846989?pwd=cUJ5ZWpZOTVGZkxzM2tRMUU2bjJmZz09>

TOWN BOARD MEETING

1. CALL TO ORDER TOWN BOARD
2. APPROVE MINUTES
January 23, 2022 Town Board Meeting
3. PUBLIC FORUM
4. PUBLIC FORUM FOR RECOGNIZED MUNICIPAL AND COUNTY OFFICIALS
5. CORRESPONDENCES
 - a. None
6. DISCUSSION / ACTION
 - a. Approve Vouchers, Payroll and Bank Transactions February 13, 2023.
 - b. Report from Roads and Stormwater Superintendent Glenn Armstrong.
 - c. Accept contract with Fahrner Asphalt Sealers for 2023 Crack Seal and Chip Seal work for a total cost of \$116,770.00 and consideration of the optional service for Fog Sealing at a cost of \$12,450.00.
 - d. Approve Agreement, or portion(s) thereof, with McMahon for Mahler Park Drive; Civil Engineering Design, (\$6,000.00), Bidding (\$6,000.00) and Construction Management Services (\$3,000).
 - e. Approve Agreement, or portion(s) thereof, with McMahon for the Town Hall parking lot; Civil Engineering Design (\$5,000.00), Bidding (\$6,000.00) and Construction Management Services (\$3,000).
 - f. Report from Fire Chief Chad Dolphin on the ISO Rating for Town of Neenah Fire Department.
 - g. Accept Resignation of Fire Fighter Justin Schott effective February 13, 2023.
7. FUTURE AGENDA TOPICS AND MEETINGS
 - a. Sanitary District # 2 Commissioners Meeting, Tuesday February 14, 2023 at 7:00 p.m.
 - b. Town Board Workshop do discuss ARPA Funds, Thursday February 16, 2023 at 4:00 p.m.
 - c. Spring Primary Election, Tuesday February 21, 2023 Polls Open 7:00 a.m. – 8:00 p.m.
 - d. Next Regularly Scheduled Town Board Meeting, Monday February 27, 2023 at 7:00 p.m.
8. OLD BUSINESS
9. NEW BUSINESS
10. ADJOURN

Closed Session Contemplated: NO

Ellen Skerke, Administrator-Clerk-Treasurer
February 9, 2023

Upon request, reasonable auxiliary aids and services will be provided for disabled individuals. If accommodations are required, please provide adequate advance notice to Town Clerk at 920-725-0916. A quorum of other Town Commissions/Committees or Sanitary Commissions may attend, but no official action will be taken by them.

Notice was posted on February 9, 2023 at www.townofneenah.com, Town of Neenah Municipal Building, 1600 Breezewood Lane.

TOWN OF NEENAH TOWN BOARD MEETING

January 23, 2023

Regular Meeting held at Town Hall, 1600 Breezewood Lane, Neenah, WI 54956 and offered via Zoom

Present: Chairman Robert Schmeichel, Supervisor David Bluma, Supervisor Brooke Cardoza, Supervisor James Weiss, and Supervisor Thomas Wilde.

Also in Attendance: Winnebago County Board Supervisor Chuck Farrey, Parks and Trails Committee Chair Tom Jankowski, Jody Andres – Hoffman and Design, Deputy Clerk-Treasurer Vicki Boushele and Administrator-Clerk-Treasurer Ellen Skerke

Also in Attendance via Zoom: Matt Parmentier

R. Schmeichel called the meeting to order at 7:00 pm. Pledge of Allegiance was recited.

Approval of Minutes

Motion: T. Wilde / J. Weiss to approve January 09, 2023 Town Board meeting minutes.

Motion carried 5:0:0

Public Forum

- None

Public Forum for Recognized Municipal and County Officials

- Chuck Farrey, Winnebago County Supervisor provided an update on Winnebago County ARPA funds. There were several resolutions on the recent County Board agenda related to ARPA funds including transfer of \$33.3 million to other categories within the budget, to rename it to "Spirit Fund" and to appropriate funds. None of the resolutions passed. Everything is on hold at the moment. The Finance Department is to review the guidelines. The ARPA Commission will meet again to discuss make recommendations to the County Board for approval. The ARPA Commission will vet the projects and make recommendations to the County Board for approval.
- Chuck Farrey also discussed the County mill rate, during budget discussions, it appeared the mill rate would go down. However almost all of the municipalities in the County experienced an increase to their mill rate. It is a complicated formula and changes in the equalized value impacted the mill rate on the tax rolls.

Correspondences

- Winnebago County Solid Waste – December 2022 Report

Discussion/Action.

Vouchers Payroll and Bank Transactions

Approve Vouchers, Payroll and Bank Transactions January 23, 2023.

Motion: B. Cardoza / D. Bluma to approve.

Motion Carried 5:0:0.

Ehlers Investment

Approve Transfer of funds to BNY Mellon/Pershing per Ehlers Portfolio Recommendations

- E. Skerke to provide monthly reports to the Town Board

Motion: J. Weiss / D. Bluma to approve transferring \$750,000 of General Funds to BNY Mellon/Pershing.

Motion Carried Roll Call Vote, all voted Aye.

Audit Services

Approve Master Services Agreement, Statement of Work-Audit Services and Statement of Work-Compilation Services with Clifton Larsen Allen for December 31, 2022, Audit services.

Motion: D. Bluma / J. Weiss to approve each of the three agreements for a total cost of \$10,355 for the 2022 Town of Neenah audit.

Motion Carried: 5:0:0

Parks and Trails Report

Report from Parks and Trails Committee Chair Tom Jankowski.

- Tom Jankowski, Parks and Trails Committee Chair gave an update on 2022 Parks and Trails activities. The Parks and Trails Committee is over budget in 2022. There are several contributing factors including: Increase in utility costs, increased vandalism, the CB Trail went over budget, the number of park rentals has increased significantly, the revenues from the rentals are not applied to the Parks and Trails budget, however there are increased costs associated with the increased rentals including administrative fees, supplies and cleaning. There were fuel surcharges for mowing the parks. The Town received a donation for a memorial bench, this donation revenue is not applied to the parks and trails budget, however the associated costs are part of parks and trails expenses.
- T. Jankowski stated that in October, when the committee met for the last meeting of the season, expenses seemed to be ok and that they would be under budget, however the end of season expenses came in higher than anticipated.
- T. Jankowski has plans to meet in March for some long-term planning with the Parks and Trails Committee and in a separate meeting with the various organizations that use the parks in advance of the opening of the parks season.
- T. Jankowski committed to more details and better reporting in 2023.
- T. Jankowski to provide updates to the Town Board in June and September and in October Budget workshop.

Resolution - Budget Amendment

Approve Resolution 2023-04 2022 Budget Amendment.

Motion: T. Wilde / J. Weiss to approve.

Motion Carried: Roll Call Vote, all voted Aye

Appointments

Appoint Jeff Buchta to the Parks and Trails Committee to fill the unexpired term vacated by James Pawlowski, term will expire on April 30, 2024.

Motion: J. Weiss / D. Bluma to approve.

Motion Carried: 5:0:0

Lease Agreements

Discussion and possible action of request from Lessee of Town owned barn on parcel 010- 02180603 near 1561 Oakridge Road.

- R. Schmeichel stated the Board received a request to lower the monthly rental amount. He is not in favor of making any changes to agreed upon amount.
- By general consensus, the lease agreement will remain as is.

Discussion and possible action regarding rental of Town Hall to non-residents.

- E. Skerke stated the current rental agreement for the Town Hall requires the renter to be a Town resident, however a request from a non-resident has been made. Current rental fee is \$100. The Town does incur some costs, often the holding tank needs to be serviced at a rate of \$80 per call following a rental.

Motion: B. Cardoza / D. Bluma to approve with a rental rate of \$125.00 for non-residents.
Motion Carried: 5:0:0

Trash and Recycling Service

Discussion and possible action regarding policy of mandatory trash and recycling services for residential properties in the Town of Neenah.

- E. Skerke stated she had an inquiry to remove trash and recycling services from a residential property. Policy is that trash and recycling are not optional services. A property owner can choose not to put trash or recycling at the curb, they cannot choose to remove the services from their property tax bill. She provided this answer to the property owner, the property owner asked her to bring it to the Town Board for reconsideration.
- E. Skerke stated that she inquired with neighboring communities, none of the communities offer the ability to opt out nor do they have an option for a seasonal hold.
- General consensus is the policy will remain as is, trash and recycling are not an optional service and there is not an option to put service on hold for any periods of time.

Town Hall Projects

Report from Jody Andres, Hoffman Construction and Design on potential project for improvements at the Town of Neenah Municipal Building.

- Jody Andres, Hoffman and Design presented his design and options to consider for adding space to the large conference room and updating the HVAC in the entire building and air exchange in Apparatus Bay.
- General discussion about the design and several other ideas to consider.
- General discussion about ARPA funds and other projects that might be considered for use of the ARPA funds.
- Town Board set a date for a second ARPA Funds workshop on Thursday February 16, 2023 at 4:00 p.m. Tom Jankowski to provide additional information about potential park projects including play equipment and a rest room facility at Keating Park.

Future Agenda Topics and Meetings

- Fire Department Business Meeting Wednesday February 1, 2023 at 6:00 p.m.
- Stormwater Utility District Meeting, Thursday February 9, 2023 at 8:00 a.m.
- Next Regularly Scheduled Town Board Meeting, Monday February 13, 2023, at 7:00 p.m.

Old Business

- J. Weiss inquired if we had heard anything from the Neenah Joint School District regarding another tour of the new high school. E. Skerke will forward information when she receives it.
- R. Schmeichel stated we are trying to schedule a meeting with County Health Department and Human Services to discuss the property we have been working on. R. Schmeichel, E. Skerke and T. Wilde will attend the meeting.

New Business

- D. Bluma stated he attended a Fire Department Events Committee meeting last week. The Fire Department committee members looked to him for direction of what the Town Board expected them to do. The Committee is not in favor of a holding picnic, it is very difficult to organize and staff the picnic with their members. They are considering an Open House in October in conjunction with Fire Prevention Week. General discussion was that the Town Board did not have any expectations that the Fire Department host these events, they should host events that they want to do.
- D. Bluma reported the Fire Truck Committee is moving along.

- R. Schmeichel reminded Town Board members to make their reservations for WTA Convention in October.

Adjourn Meeting

Motion: J. Weiss / T. Wilde to adjourn. Motion carried. Meeting adjourned at 9:00 p.m.

Respectfully submitted,



Ellen Skerke
Administrator-Clerk-Treasurer

Approved: DRAFT - Pending Approval

Voucher List Authorization - February 13, 2023

Bank Transfer (Transaction List)

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Reason</u>
1/25/2022	General MM	Checking	\$ 750,000.00	Transfer for Investment Account
1/26/2022	General MM	Stormwater MM	\$ 7,979.34	Stormwater reimbursement - Hidden Acres
1/30/2022	Taxes Collected	Checking	\$ 2,017.48	Tax Refund checks
2/10/2023	Taxes Collected MM	Checking	\$ 2,639,247.85	Tax Settlement checks
				February 2023 Tax
2/10/2023	Taxes Collected MM	General MM	\$ 160,687.58	Settlement - Town portion
				February 2023 Tax
2/10/2023	Taxes Collected MM	Stormwater MM	\$ 138,471.89	Settlement - Stormwater
				February 2023 Tax
				Settlement-Garbage &
2/10/2023	Taxes Collected MM	General MM	\$ 70,151.49	Recycling
2/14/2023	General MM	Checking	\$ 55,000.00	2-13-2023 Vouchers
2/14/2023	Taxes Collected	General MM	\$ 4,976.70	Interest Earned 12/22 & 1/23

Check Details:

Accounts Payable:	\$ 36,121.78
Transfer Funds to BNY Mellon Pershing	\$ 750,000.00
Tax Payer Refund checks 1-26-2023	\$ 2,017.48
February 2023 Tax Settlement	\$ 2,639,247.85

Notification of New Vendors

American AED	First Responder supplies
Pershing Advisor Solutions	Transfer funds to Investment Account

Payroll	\$ 13,355.35
Expense Reimburse	\$ 1,732.49
Gross Payroll	\$ 15,087.84
Net Payroll	\$ 12,728.06

Deposit Detail

<u>Date</u>	<u>Where</u>	<u>Amount</u>	
1/3/2023	General MM	\$ 19,683.38	General Transportation Aid
1/25/2023	General MM	\$ 9,885.23	Various / Stormwater Reimbursement
1/31/2023	Impact Fee	\$ 396.81	Various
January 2023	Taxes Collected	\$ 3,001,707.60	Taxes collected - month of January
January 2023	General MM	\$ 465.00	Dog tag fee collected - month of January
1/31/2023	various	\$ 7,734.69	Interest earned

Paid via Bank Transfer:

Nationwide:	\$ 986.06
Federal Tax/Medicare:	\$ 1,522.20
State Taxes:	\$ 387.51
Wisconsin Retirement:	\$ 756.16
Wisconsin Health Insurance	\$ 1,047.06

Account Balances as of February 14, 2023 - after requested transfers per this Voucher List

	<u>PROSPERA CU</u>	<u>Community First C</u>	<u>BNY Mellon - Pershing</u>
Checking	\$ 9,219	\$ -	
Membership account	\$ 25	\$ -	
General MM	\$ 853,385	\$ 405,316	\$ 750,000
Taxes Collected	\$ 250,828	\$ -	
Impact Fee	\$ 7,008	\$ -	
Tullar Rd Fund	\$ 34,888	\$ -	
Storm Water	\$ 658,698	\$ -	\$ 500,000
TOTAL	\$ 1,814,051	\$ 405,316	\$ 1,250,000

Optional transfers to open short term Certificate of Deposit at Prospera Credit Union, 5 month at 4.70% / 4.80% APY

<u>FROM</u>	<u>TO</u>	<u>Amount</u>	
CFCU Savings	General MM	\$ 405,316.00	Close account, move to Prospera
General MM	5 Month CD	\$ 500,000.00	Balance in General MM will = \$758,701
Taxes Collected	5 Month CD	\$ 250,000.00	Balance in Taxes Collected will = \$ 828
Stormwater MM	5 Mo CD	\$ 400,000.00	Balance in SW MM will = \$158,698

Schmeichel

Bluma

Cardoza

Weiss

Wilde

2:45 PM
02/09/23

Town of Neenah
Check Detail
February 14, 2023

Accounts Payable
\$ 36,121.78

Date	Num	Name	Memo	Account	Paid Amou...
02/14/2023	28226	American AED		11010-1 · Checking ...	
02/13/2023	233693		EMS Flex grant	52300-1 · First Resp....	-13,590.00
TOTAL					-13,590.00
02/14/2023	28227	Bear Graphics, Inc.		11010-1 · Checking ...	
02/13/2023	910603		voted sticker	51440-2 · Election Ex...	-27.01
02/13/2023	910433		voter # pads	51440-2 · Election Ex...	-63.83
TOTAL					-90.84
02/14/2023	28228	Bowmar Appraisal...		11010-1 · Checking ...	
02/13/2023	1126		2023 Assess service	51530-0 · Assessor ...	-3,750.00
TOTAL					-3,750.00
02/14/2023	28229	City of Appleton		11010-1 · Checking ...	
02/13/2023	10912		2022 Aug primary	51440-2 · Election Ex...	-16.23
			2022 Nov election	51440-2 · Election Ex...	-20.72
TOTAL					-36.95
02/14/2023	28230	Dempsey Law Fir...		11010-1 · Checking ...	
02/13/2023	Jan 2023		Boundary Meeting Meadow	51300-0 · Legal Servi... 51300-0 · Legal Servi... 51300-0 · Legal Servi...	-132.00 -402.00 -130.00
TOTAL					-664.00
02/14/2023	28231	ESRI, Inc		11010-1 · Checking ...	
02/13/2023	26113236		San 2 reimb	53311-9 · Hwy - GIS 53311-9 · Hwy - GIS 6-56000 · SW- GIS	-316.66 -316.67 -316.67
TOTAL					-950.00
02/14/2023	28232	Krueger True Value		11010-1 · Checking ...	
02/13/2023	147035			52210-3 · Fire Dept ...	-6.29
02/13/2023	147294			55300-3 · Parks - CP...	-48.98
TOTAL					-55.27
02/14/2023	28233	McMahon Associa...		11010-1 · Checking ...	
02/13/2023	801357			53314-4 · Hwy -Lars...	-186.00
02/13/2023	801356			53314-9 · Hwy - Oakr...	-186.00
02/13/2023	0929554		Illicit discharge	6-53400 · SW - Illicit ...	-953.50
02/13/2023	0929511		MS4 Report Updates	6-59200 · Stormwate...	-434.70
TOTAL					-1,760.20

Town of Neenah
Check Detail
February 14, 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amou...</u>
02/14/2023	28234	Spectrum - Charte...		11010-1 · Checking ...	
02/13/2023	296620...			52210-6 · Fire Dept ...	-39.99
				51420-7 · Office Tele...	-299.95
TOTAL					-339.94
02/14/2023	28235	Trader Plumbing		11010-1 · Checking ...	
02/13/2023	1205		winterize Mahler and Fr...	55200-4 · Parks - Wa...	-534.95
TOTAL					-534.95
02/14/2023	28236	Winnebago Count...		11010-1 · Checking ...	
02/13/2023	Spring 2...		Schmeichel - Spring W...	51120-0 · Membershi...	-65.00
			Skerke/Boushele - Spri...	51430-0 · Membershi...	-65.00
TOTAL					-130.00
02/14/2023	28237	Winnebago Cty. T...		11010-1 · Checking ...	
02/13/2023	24348			53311-4 · Hwy Exp- ...	-9,329.47
				53311-2 · Hwy Exp - ...	-4,810.16
TOTAL					-14,139.63
02/14/2023	28238	Winnebago Liquid...	51610-1	11010-1 · Checking ...	
02/13/2023	124004			51610-1 · Maintenan...	-80.00
TOTAL					-80.00

2:44 PM
02/09/23

Town of Neenah
Check Detail
January 25, 2023

Pershing
\$750,000

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amou...</u>
01/25/2023	28215	Pershing Advisor ...	Ultimate Beneficiary: ...	11010-1 · Checking ...	
			transfer funds to BNY ...	11900-0 · BNY Mello...	-750,000.00
TOTAL					-750,000.00

8:15 AM
02/01/23

Town of Neenah
Check Detail
January 31 through February 1, 2023

Tax Refunds
\$ 2017.48

Date	Num	Name	Memo	Account	Paid Amount
01/31/2023	28216	zzCoreLogic	VOID:	11010-1 - Checking - Prospera (150)	
TOTAL					0.00
02/01/2023	28218	zzCoreLogic		11010-1 - Checking - Prospera (150)	
			Batch #27 Refund - Tax Parcel #1588 pa...	26102-0 - R.E. Tax Refunds to Taxp...	-1,920.04
TOTAL					-1,920.04
01/31/2023	28217	zzGeyer, John & Holly		11010-1 - Checking - Prospera (150)	
			Batch #29 Refund	26102-0 - R.E. Tax Refunds to Taxp...	-97.44
TOTAL					-97.44

1:36 PM
02/09/23

Town of Neenah
Check Detail
February 10, 2023

Tax Settlement
\$ 2,639,247.85

Date	Num	Name	Memo	Account	Paid Amount
02/10/2023	28225	City of Neenah	24540-0	11010-1 · Checking ...	
			February 2023 Tax Set...	24540-0 · Due to City...	-948.32
TOTAL					-948.32
02/10/2023	28223	Fox Valley Techni...		11010-1 · Checking ...	
			February 2023 Tax Set...	24630-0 · Due to F.V...	-162,153.13
TOTAL					-162,153.13
02/10/2023	28222	Neenah Joint Sch...	24610-0	11010-1 · Checking ...	
			February 2023 Tax Set...	24610-0 · Due to Ne...	-1,374,502.80
TOTAL					-1,374,502.80
02/10/2023	28220	Sanitary District #2	24510-0	11010-1 · Checking ...	
			February 2023 Tax Set...	24510-0 · Due to San...	-25,827.20
TOTAL					-25,827.20
02/10/2023	28221	Sanitary District #2	24510-0	11010-1 · Checking ...	
			February 2023 Tax Set...	24510-0 · Due to San...	-178,560.14
TOTAL					-178,560.14
02/10/2023	28224	Village of Fox Cro...		11010-1 · Checking ...	
			February 2023 Tax Set...	24530-0 · Due to Fox...	-400.20
TOTAL					-400.20
02/10/2023	28219	Winnebago Count...		11010-1 · Checking ...	
			February 2023 Tax Set...	24310-0 · Due to Win...	-894,648.06
			February 2023 Tax Set...	24500-0 · Due to Win...	-2,208.00
TOTAL					-896,856.06

2:35 PM
02/09/23

Town of Neenah
Check Detail
February 16, 2023

Payroll
Gross = \$ 15,087.84
Net = \$ 12,728.06

Date	Num	Name	Memo	Account	Paid Amou...
02/16/2023	DD...	Armstrong, Glenn	Direct Deposit	11010-1 · Checking ...	
			Direct Deposit	53311-0 · Highway &...	-180.00
			Direct Deposit	66000 · Nationwide ...	-13.50
			Direct Deposit	21520-0 · Nationwide...	13.50
			Direct Deposit	53311-1 · Hwy Milea...	-28.82
			Direct Deposit	65000 · Medicare Ta...	-2.61
			Direct Deposit	21514-0 · Medicare T...	2.61
			Direct Deposit	21514-0 · Medicare T...	2.61
			Direct Deposit	2110 · Direct Deposit...	206.21
TOTAL					0.00
02/16/2023	DD...	Bluma, David	Direct Deposit	11010-1 · Checking ...	
			Direct Deposit	51110-1 · Supervisor...	-615.00
			Direct Deposit	51110-2 · Supervisor...	-135.00
			Direct Deposit	66000 · Nationwide ...	-56.25
			Direct Deposit	21520-0 · Nationwide...	56.25
			Direct Deposit	51110-3 · Supervisor...	-14.41
			Direct Deposit	24000-0 · Payroll Lia...	61.50
			Direct Deposit	65000 · Medicare Ta...	-10.88
			Direct Deposit	21514-0 · Medicare T...	10.88
			Direct Deposit	21514-0 · Medicare T...	10.88
			Direct Deposit	24000-0 · Payroll Lia...	30.00
			Direct Deposit	2110 · Direct Deposit...	662.03
TOTAL					0.00
02/16/2023	DD...	Boushele, Victoria...	Direct Deposit	11010-1 · Checking ...	
			Direct Deposit	51420-2 · Deputy Cle...	-2,035.00
			Direct Deposit	66000 · Nationwide ...	-152.63
			Direct Deposit	21520-0 · Nationwide...	152.63
			Direct Deposit	24000-0 · Payroll Lia...	88.00
			Direct Deposit	65000 · Medicare Ta...	-29.50
			Direct Deposit	21514-0 · Medicare T...	29.50
			Direct Deposit	21514-0 · Medicare T...	29.50
			Direct Deposit	24000-0 · Payroll Lia...	59.94
			Direct Deposit	2110 · Direct Deposit...	1,857.56
TOTAL					0.00
02/16/2023	DD...	Cardoza, Brooke	Direct Deposit	11010-1 · Checking ...	
			Direct Deposit	51110-1 · Supervisor...	-615.00
			Direct Deposit	51110-2 · Supervisor...	-45.00
			Direct Deposit	66000 · Nationwide ...	-49.50
			Direct Deposit	21520-0 · Nationwide...	49.50
			Direct Deposit	51110-3 · Supervisor...	-14.41
			Direct Deposit	65000 · Medicare Ta...	-9.57
			Direct Deposit	21514-0 · Medicare T...	9.57
			Direct Deposit	21514-0 · Medicare T...	9.57
			Direct Deposit	2110 · Direct Deposit...	664.84
TOTAL					0.00

Town of Neenah
Check Detail
February 16, 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amou...</u>
02/16/2023	DD...	Dolphin, Chad T.	Direct Deposit	11010-1 · Checking ...	
			Direct Deposit	52210-0 · Fire Chief -...	-350.00
			Direct Deposit	66000 · Nationwide ...	-26.25
			Direct Deposit	21520-0 · Nationwide...	26.25
			Direct Deposit	65000 · Medicare Ta...	-5.07
			Direct Deposit	21514-0 · Medicare T...	5.07
			Direct Deposit	21514-0 · Medicare T...	5.07
			Direct Deposit	2110 · Direct Deposit...	344.93
TOTAL					0.00
02/16/2023	DD...	Klinka, Gary	Direct Deposit	11010-1 · Checking ...	
			Direct Deposit	52400-0 · Building In...	-837.35
			Direct Deposit	66000 · Nationwide ...	-62.80
			Direct Deposit	21520-0 · Nationwide...	62.80
			Direct Deposit	65000 · Medicare Ta...	-12.14
			Direct Deposit	21514-0 · Medicare T...	12.14
			Direct Deposit	21514-0 · Medicare T...	12.14
			Direct Deposit	2110 · Direct Deposit...	825.21
TOTAL					0.00
02/16/2023	DD...	Lontcoski, Joseph	Direct Deposit	11010-1 · Checking ...	
			Direct Deposit	52210-3 · Fire Dept ...	-80.74
			Direct Deposit	2110 · Direct Deposit...	80.74
TOTAL					0.00
02/16/2023	DD...	Osero, Daniel W.	Direct Deposit	11010-1 · Checking ...	
			Direct Deposit	52210-3 · Fire Dept ...	-428.43
			Direct Deposit	2110 · Direct Deposit...	428.43
TOTAL					0.00
02/16/2023	DD...	Plier, Christopher J.	Direct Deposit	11010-1 · Checking ...	
			Direct Deposit	52210-3 · Fire Dept ...	-213.54
			Direct Deposit	52300-1 · First Resp...	-79.90
			Direct Deposit	2110 · Direct Deposit...	293.44
TOTAL					0.00
02/16/2023	28...	Sargent, Lori		11010-1 · Checking ...	
				51420-2 · Deputy Cle...	-208.00
				65000 · Medicare Ta...	-3.01
				21514-0 · Medicare T...	3.01
				21514-0 · Medicare T...	3.01
TOTAL					-204.99

Town of Neenah
Check Detail
 February 16, 2023

Date	Num	Name	Memo	Account	Paid Amou...
02/16/2023	28...	Schmeichel, Robe...		11010-1 · Checking ...	
				51100-1 · Chairman -...	-1,230.00
				51100-2 · Chairman ...	-225.00
				66000 · Nationwide ...	-109.13
				21520-0 · Nationwide...	109.13
				51100-3 · Chairman ...	-32.10
				24000-0 · Payroll Lia...	100.00
				65000 · Medicare Ta...	-21.10
				21514-0 · Medicare T...	21.10
				21514-0 · Medicare T...	21.10
				24000-0 · Payroll Lia...	61.80
TOTAL					-1,304.20
02/16/2023	DD...	Skерke, Ellen J	Direct Deposit	11010-1 · Checking ...	
			Direct Deposit	51420-0 · Clerk - Sal...	-5,560.00
			Direct Deposit	21530-0 · WRS Paya...	378.08
			Direct Deposit	51421-0 · Clerk Retir...	-378.08
			Direct Deposit	21530-0 · WRS Paya...	378.08
			Direct Deposit	66000 · Nationwide ...	-417.00
			Direct Deposit	21520-0 · Nationwide...	417.00
			Direct Deposit	21533-0 · Health Ins...	261.84
			Direct Deposit	51421-2 · Clerk- Heal...	-785.22
			Direct Deposit	21533-0 · Health Ins...	785.22
			Direct Deposit	51420-4 · Office Exp...	-555.00
			Direct Deposit	51420-4 · Office Exp...	-20.99
			Direct Deposit	51420-4 · Office Exp...	-193.92
			Direct Deposit	51420-9 · Postage	-3.00
			Direct Deposit	51440-2 · Election Ex...	-24.00
			Direct Deposit	24000-0 · Payroll Lia...	821.00
			Direct Deposit	65000 · Medicare Ta...	-76.83
			Direct Deposit	21514-0 · Medicare T...	76.83
			Direct Deposit	21514-0 · Medicare T...	76.83
			Direct Deposit	24000-0 · Payroll Lia...	212.18
			Direct Deposit	2110 · Direct Deposit...	4,606.98
TOTAL					0.00
02/16/2023	28...	Weiss, James		11010-1 · Checking ...	
				51110-1 · Supervisor...	-615.00
				51110-2 · Supervisor...	-45.00
				66000 · Nationwide ...	-49.50
				21520-0 · Nationwide...	49.50
				51110-3 · Supervisor...	-22.27
				65000 · Medicare Ta...	-9.57
				21514-0 · Medicare T...	9.57
				21514-0 · Medicare T...	9.57
TOTAL					-672.70

Town of Neenah
Check Detail
February 16, 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amou...</u>
02/16/2023	DD...	Wilde, Thomas	Direct Deposit	11010-1 · Checking ...	
			Direct Deposit	51110-1 · Supervisor...	-615.00
			Direct Deposit	51110-2 · Supervisor...	-45.00
			Direct Deposit	66000 · Nationwide ...	-49.50
			Direct Deposit	21520-0 · Nationwide...	49.50
			Direct Deposit	51110-3 · Supervisor...	-20.96
			Direct Deposit	24000-0 · Payroll Lia...	72.00
			Direct Deposit	65000 · Medicare Ta...	-9.57
			Direct Deposit	21514-0 · Medicare T...	9.57
			Direct Deposit	21514-0 · Medicare T...	9.57
			Direct Deposit	24000-0 · Payroll Lia...	23.59
			Direct Deposit	2110 · Direct Deposit...	575.80
TOTAL					0.00

12:29 AM
02/07/23

**Town of Neenah
Deposit Detail
January 2023**

Deposit Report

Type	Date	Name	Memo	Account	Amount
Deposit	01/01/2023		Deposit - Credit card	11060-1 · Taxes Collected -Prospera (1...	3,493.61
		Tax Payer	Credit card	26101-0 · R.E. Taxes Collected	-3,493.61
TOTAL					-3,493.61
Deposit	01/01/2023		Deposit - eCheck	11060-1 · Taxes Collected -Prospera (1...	6,331.12
		Tax Payer	eCheck	26101-0 · R.E. Taxes Collected	-6,331.12
TOTAL					-6,331.12
Deposit	01/03/2023		Deposit - Batch #19	11060-1 · Taxes Collected -Prospera (1...	780,905.06
		Tax Payer	Batch #19	26101-0 · R.E. Taxes Collected	-778,492.22
		Tax Payer	Batch #19	26102-0 · R.E. Tax Refunds to Taxpayers	-2,412.84
TOTAL					-780,905.06
Deposit	01/03/2023		Deposit	11011-1 · General MM - Prospera (124)	19,683.38
		WI Dept. of Revenue	Jan 2023 GTA payment	43531-0 · State Grant-Trans Aid	-19,683.38
TOTAL					-19,683.38
Deposit	01/04/2023		Deposit	11011-1 · General MM - Prospera (124)	295.00
		Building Permits	Dec 2022 Building Permits	44310-0 · Building Permits	-165.00
		Dog Licenses	Deposit	44210-0 · Dog Licenses Fee	-90.00
		Assessment letters	Deposit	46110-0 · Clerk's Assessment Letters Fees	-40.00
TOTAL					-295.00
Deposit	01/04/2023		Deposit Batch #21	11060-1 · Taxes Collected -Prospera (1...	119,595.80
		Tax Payer	Batch # 21	26101-0 · R.E. Taxes Collected	-119,595.80
TOTAL					-119,595.80
Deposit	01/07/2023		Deposit Batch #21	11060-1 · Taxes Collected -Prospera (1...	143,347.52
		Tax Payer	Batch #21	26101-0 · R.E. Taxes Collected	-143,347.52
TOTAL					-143,347.52
Deposit	01/07/2023		Deposit - credit card	11060-1 · Taxes Collected -Prospera (1...	120.19
		Tax Payer	credit card Batch #21	26101-0 · R.E. Taxes Collected	-120.19
TOTAL					-120.19
Deposit	01/09/2023		Deposit - Batch #22	11060-1 · Taxes Collected -Prospera (1...	60,471.34
		Tax Payer	Batch #22	26101-0 · R.E. Taxes Collected	-60,471.34
TOTAL					-60,471.34

**Town of Neenah
Deposit Detail
January 2023**

Type	Date	Name	Memo	Account	Amount
Deposit	01/09/2023		Deposit - Echeck / CC	11060-1 · Taxes Collected -Prospera (1...	12,902.35
		Tax Payer	Credit Card and Echeck ...	26101-0 · R.E. Taxes Collected	-12,902.35
TOTAL					-12,902.35
Deposit	01/10/2023		Deposit - Batch #23	11060-1 · Taxes Collected -Prospera (1...	79,041.77
		Tax Payer	Batch #23	26101-0 · R.E. Taxes Collected	-79,041.77
TOTAL					-79,041.77
Deposit	01/12/2023		Deposit	11011-1 · General MM - Prospera (124)	120.00
		Dog Licenses	dog tags	44210-0 · Dog Licenses Fee	-85.00
		Other	Symiest - check fee \$1...	46110-1 · Clerk's Admin. Fees	-35.00
TOTAL					-120.00
Deposit	01/12/2023		Deposit - Batch #24	11060-1 · Taxes Collected -Prospera (1...	149,490.96
		Tax Payer	Batch #24	26101-0 · R.E. Taxes Collected	-149,490.96
TOTAL					-149,490.96
Deposit	01/12/2023		Deposit - Credit Card	11060-1 · Taxes Collected -Prospera (1...	2,363.64
		Tax Payer	Batch #24 credit card	26101-0 · R.E. Taxes Collected	-2,363.64
TOTAL					-2,363.64
Deposit	01/17/2023		Deposit - Batch 25	11060-1 · Taxes Collected -Prospera (1...	153,340.41
		Tax Payer	Batch #25	26101-0 · R.E. Taxes Collected	-153,340.41
TOTAL					-153,340.41
Deposit	01/17/2023		Deposit - Credit Card	11060-1 · Taxes Collected -Prospera (1...	1,094.07
		Tax Payer	01-17-2023 Credit card	26101-0 · R.E. Taxes Collected	-1,094.07
TOTAL					-1,094.07
Deposit	01/18/2023		Deposit - CC & eChecks	11060-1 · Taxes Collected -Prospera (1...	9,026.38
		Tax Payer	01-13-2023 to 01-16-202...	26101-0 · R.E. Taxes Collected	-2,298.57
		Tax Payer	01-13-2023 to 01-16-202...	26101-0 · R.E. Taxes Collected	-4,185.71
		Tax Payer	01-13-2023 to 01-16-202...	26101-0 · R.E. Taxes Collected	-2,542.10
TOTAL					-9,026.38
Deposit	01/19/2023		Deposit	11011-1 · General MM - Prospera (124)	45.00
		Dog Licenses	Deposit	44210-0 · Dog Licenses Fee	-45.00
TOTAL					-45.00

**Town of Neenah
Deposit Detail
January 2023**

Type	Date	Name	Memo	Account	Amount
Deposit	01/19/2023		Deposit - Batch #26	11060-1 · Taxes Collected -Prospera (1...	54,668.64
		Tax Payer	Batch #26	26101-0 · R.E. Taxes Collected	-54,668.64
TOTAL					-54,668.64
Deposit	01/23/2023		Deposit - Batch #27	11060-1 · Taxes Collected -Prospera (1...	293,435.52
		Tax Payer	Batch #27	26101-0 · R.E. Taxes Collected	-291,515.48
		Tax Payer	Batch #27	26102-0 · R.E. Tax Refunds to Taxpayers	-1,920.04
TOTAL					-293,435.52
Deposit	01/23/2023		Deposit - Credit Card	11060-1 · Taxes Collected -Prospera (1...	2,824.80
		Tax Payer	01-23-2023 Credit Card	26101-0 · R.E. Taxes Collected	-2,824.80
TOTAL					-2,824.80
Deposit	01/23/2023		Deposit	11060-1 · Taxes Collected -Prospera (1...	1,226.52
		Tax Payer	ACH 1-23-2023	26101-0 · R.E. Taxes Collected	-1,226.52
TOTAL					-1,226.52
Deposit	01/24/2023		Deposit - eCheck	11060-1 · Taxes Collected -Prospera (1...	5,060.30
		Tax Payer	01-24-2023 eCheck	26101-0 · R.E. Taxes Collected	-5,060.30
TOTAL					-5,060.30
Deposit	01/25/2023		Deposit	11060-1 · Taxes Collected -Prospera (1...	233,783.95
		Tax Payer	BATCH #28	26101-0 · R.E. Taxes Collected	-233,783.95
TOTAL					-233,783.95
Deposit	01/25/2023		Deposit	11011-1 · General MM - Prospera (124)	9,885.23
		Cermak Lease	January 2023	48200-2 · Land Rent	-250.00
		MB/FS Rent	Hoelzel / Church of God ...	48200-1 · Municipal Building Rent	-200.00
		Dog Licenses	Deposit	44210-0 · Dog Licenses Fee	-80.00
		Highway Reimburse...	City of Neenah reimburs...	53311-8 · Chip Sealing	-1,375.89
		Stormwater Reimbur...	Cranwell Reimbursemen...	6-57300 · Stormwater -Drainage Project	-7,979.34
TOTAL					-9,885.23
Deposit	01/27/2023		Deposit	11060-1 · Taxes Collected -Prospera (1...	420,576.26
		Tax Payer	Batch #29	26101-0 · R.E. Taxes Collected	-420,478.82
		Tax Payer Refund Due	Batch #29 - Refund to b...	26102-0 · R.E. Tax Refunds to Taxpayers	-97.44
TOTAL					-420,576.26
Deposit	01/27/2023		Deposit echeck	11060-1 · Taxes Collected -Prospera (1...	8,687.94
		Tax Payer	ACH 1-27-2023	26101-0 · R.E. Taxes Collected	-8,687.94
TOTAL					-8,687.94

**Town of Neenah
Deposit Detail
January 2023**

Type	Date	Name	Memo	Account	Amount
Deposit	01/28/2023		Deposit	11060-1 · Taxes Collected -Prospera (1...	3,122.41
		Tax Payer	ACH 1-28-2023	26101-0 · R.E. Taxes Collected	-3,122.41
TOTAL					-3,122.41
Deposit	01/29/2023		Deposit	11060-1 · Taxes Collected -Prospera (1...	4,417.94
		Tax Payer	ACH Deposit 1-29-2023	26101-0 · R.E. Taxes Collected	-4,417.94
TOTAL					-4,417.94
Deposit	01/30/2023		Deposit	11060-1 · Taxes Collected -Prospera (1...	318,478.85
		Tax Payer	Batch #30	26101-0 · R.E. Taxes Collected	-318,478.85
TOTAL					-318,478.85
Deposit	01/30/2023		Deposit	11060-1 · Taxes Collected -Prospera (1...	8,602.20
		Tax Payer	ACH 1-30-2023	26101-0 · R.E. Taxes Collected	-8,602.20
TOTAL					-8,602.20
Deposit	01/31/2023		Deposit	11060-1 · Taxes Collected -Prospera (1...	112,343.86
		Tax Payer	Batch #31	26101-0 · R.E. Taxes Collected	-112,343.84
		Tax Payer Refund Due	Batch #31 refunds due t...	26102-0 · R.E. Tax Refunds to Taxpayers	-0.02
TOTAL					-112,343.86
Deposit	01/31/2023		Deposit	11011-1 · General MM - Prospera (124)	5.00
		Dog Licenses	Batch #31	44210-0 · Dog Licenses Fee	-5.00
TOTAL					-5.00
Deposit	01/31/2023		Deposit	11011-1 · General MM - Prospera (124)	396.81
		AT & T Franchise Fees	4th Q 2022	44101-0 · At&T Franchise Fees	-266.81
		Dog Licenses	Deposit	44210-0 · Dog Licenses Fee	-130.00
TOTAL					-396.81
Deposit	01/31/2023		Deposit	11060-1 · Taxes Collected -Prospera (1...	12,954.19
		Tax Payer	ACH 1-31-2023	26101-0 · R.E. Taxes Collected	-12,954.19
TOTAL					-12,954.19
Deposit	01/31/2023		Interest	11320-1 · Tullar Rd Fund - Prospera (0...	58.55
			Interest	48110-0 · Interest Income	-58.55
TOTAL					-58.55

Town of Neenah
Deposit Detail
January 2023

Type	Date	Name	Memo	Account	Amount
Deposit	01/31/2023		Interest	11011-1 · General MM - Prospera (124)	2,028.15
			Interest	48110-0 · Interest Income	-2,028.15
TOTAL					-2,028.15
Deposit	01/31/2023		Interest	6-11020 · SW Savings - Prospera (127)	1,602.00
			Interest	6-48150 · Interest Income - Stormwater	-1,602.00
TOTAL					-1,602.00
Deposit	01/31/2023		Interest	11010-1 · Checking - Prospera (150)	48.40
			Interest	48110-0 · Interest Income	-48.40
TOTAL					-48.40
Deposit	01/31/2023		Interest	11060-1 · Taxes Collected -Prospera (1...	3,997.59
			Interest	48195-0 · Interest - Collected Taxes	-3,997.59
TOTAL					-3,997.59

Town of Neenah
Payroll Transaction Detail
 February 2023

Nationwide
\$ 986.06

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Wage Base</u>	<u>Amount</u>
02/16/20	DD...	Paycheck	Armstrong, ...	Nationwide Retiremen...	0.00	-13.50
						-13.50
02/16/20	DD...	Paycheck	Bluma, David	Nationwide Retiremen...	0.00	-56.25
						-56.25
02/16/20	DD...	Paycheck	Boushele, V...	Nationwide Retiremen...	0.00	-152.63
						-152.63
02/16/20	DD...	Paycheck	Cardoza, Br...	Nationwide Retiremen...	0.00	-49.50
						-49.50
02/16/20	DD...	Paycheck	Dolphin, Ch...	Nationwide Retiremen...	0.00	-26.25
						-26.25
02/16/20	DD...	Paycheck	Klinka, Gary	Nationwide Retiremen...	0.00	-62.80
						-62.80
02/16/20	DD...	Paycheck	Lontcoski, J...	Nationwide Retiremen...	0.00	0.00
						0.00
02/16/20	DD...	Paycheck	Osero, Dani...	Nationwide Retiremen...	0.00	0.00
						0.00
02/16/20	DD...	Paycheck	Plier, Christ...	Nationwide Retiremen...	0.00	0.00
						0.00
02/16/20	28...	Paycheck	Schmeichel,...	Nationwide Retiremen...	0.00	-109.13
						-109.13
02/16/20	DD...	Paycheck	Skerke, Elle...	Nationwide Retiremen...	0.00	-417.00
						-417.00
02/16/20	28...	Paycheck	Weiss, James	Nationwide Retiremen...	0.00	-49.50
						-49.50
02/16/20	DD...	Paycheck	Wilde, Tho...	Nationwide Retiremen...	0.00	-49.50
						-49.50
TOTAL						-986.06

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02/09/23

Town of Neenah
Payroll Liability Balances
February 2023

Federal Taxes = \$ 1,522.20

State Taxes = \$ 387.51

	<u>BALANCE</u>
Payroll Liabilities	
Federal Withholding	1,142.50
Medicare Employee	189.85
Medicare Company	189.85
WI - Withholding	387.51
Medicare Employee Addl Tax	0.00
	<hr/>
Total Payroll Liabilities	<u>1,909.71</u>

Town of Neenah
 General Ledger
 As of February 28, 2023

* WI Retirement
 \$ 756.16

Type	Date	Num	Name	Memo	Split	Amount
21530-0 · WRS Payable						
Paycheck	02/16/20	DD...	Skерke, Elle...	Direct ...	11010-1...	378.08
Paycheck	02/16/20	DD...	Skерke, Elle...	Direct ...	11010-1...	378.08
Total 21530-0 · WRS Payable						<u>756.16</u>
34300-0 · Fund Balances Town of Neenah						
Total 34300-0 · Fund Balances Town of Neenah						
51420-0 · Clerk - Salary						
Paycheck	02/16/20	DD...	Skерke, Elle...	Direct ...	11010-1...	-5,560.00
Total 51420-0 · Clerk - Salary						<u>-5,560.00</u>
TOTAL						<u><u>-4,803.84</u></u>

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02/09/23
Accrual Basis

Town of Neenah
General Ledger
As of February 28, 2023

WI Health
\$ 1,047.06

Type	Date	Num	Name	Memo	Split	Amount
21533-0 · Health Insurance Payable						
Paycheck	02/16/20	DD...	Skерke, Elle...	Direct ...	11010-1...	261.84
Paycheck	02/16/20	DD...	Skерke, Elle...	Direct ...	11010-1...	785.22
Total 21533-0 · Health Insurance Payable						1,047.06
TOTAL						1,047.06

Town of Neenah 2023 Crack Fill and Chip Seal work to be performed

UNIT "A" – 2023 ROAD PREPARTION and CRACK SEALING

Road/Street Name	Road Preparation / Crack Sealing Include description of Road Preparation you recommend for each road	Town Cost
Limekiln Drive (Bayview Road to Termini)	- Infrared Patching by Fire Number 119 by the lift station - 2 areas 5'x7' and 7'x10' patches	\$800.00
Hunters Point Road / Sunrise Bay Road (Maple lane to Yorkshire Road)	- Rout and seal cracks and then crack seal	\$2,250.00
Bayview Road (City of Neenah limits to Maple Lane)	- Rout and seal cracks and then crack seal areas - Leveling - 12 cupped cracks - Rubbercoated flex patch 1539sqft of alligatoring	\$8,220.00
Old Orchard Lane - ALL (S. Park Ave, to Bayview Rd.)	- Rout and seal cracks and then crack seal - Leveling - 2 cupped cracks	\$3,060.00
Villa Drive (S. Park Ave to Bayview Rd.)	- Rout and seal cracks and then crack seal - Leveling - 6 cupped cracks	\$2,580.00
Hidden Acres Lane (Maple Lane to Termini) Pintail Drive (Hidden Acres to Termini)	- Rout and seal cracks and then crack seal - Leveling - 8 cupped cracks	\$3,840.00
TOTAL for Road Preparation and Crack Sealing		\$20,750.00

Unit "B" – 2023 PAVEMENT CHIP SEALING (CLASS A FRACTURED GRAY GRANITE CHIP)

Road/Street Name	Estimated Length (Lineal Feet)	Town Cost
Limekiln Drive (Bayview Road to Termini)	3,300	\$20,745.00
Hunters Point Road / Sunrise Bay Road (Maple lane to Yorkshire Road)	2,692	\$17,349.00
Bayview Road (City of Neenah limits to Maple Lane)	1,190	\$6,686.00
Old Orchard Lane - ALL (S. Park Ave, to Bayview Rd.)	4,170	\$25,408.00
Villa Drive (S. park Ave to Bayview Rd.)	1,954	\$11,458.00
Hidden Acres Lane (Maple Lane to Termini) Pintail Drive (Hidden Acres Lane to Termini)	158	\$14,374.00
TOTAL for Pavement Chip Sealing		\$96,020.00

Unit "C" – 2023 FOG SEALING - OPTIONAL FOR ONE OR BOTH ROAD

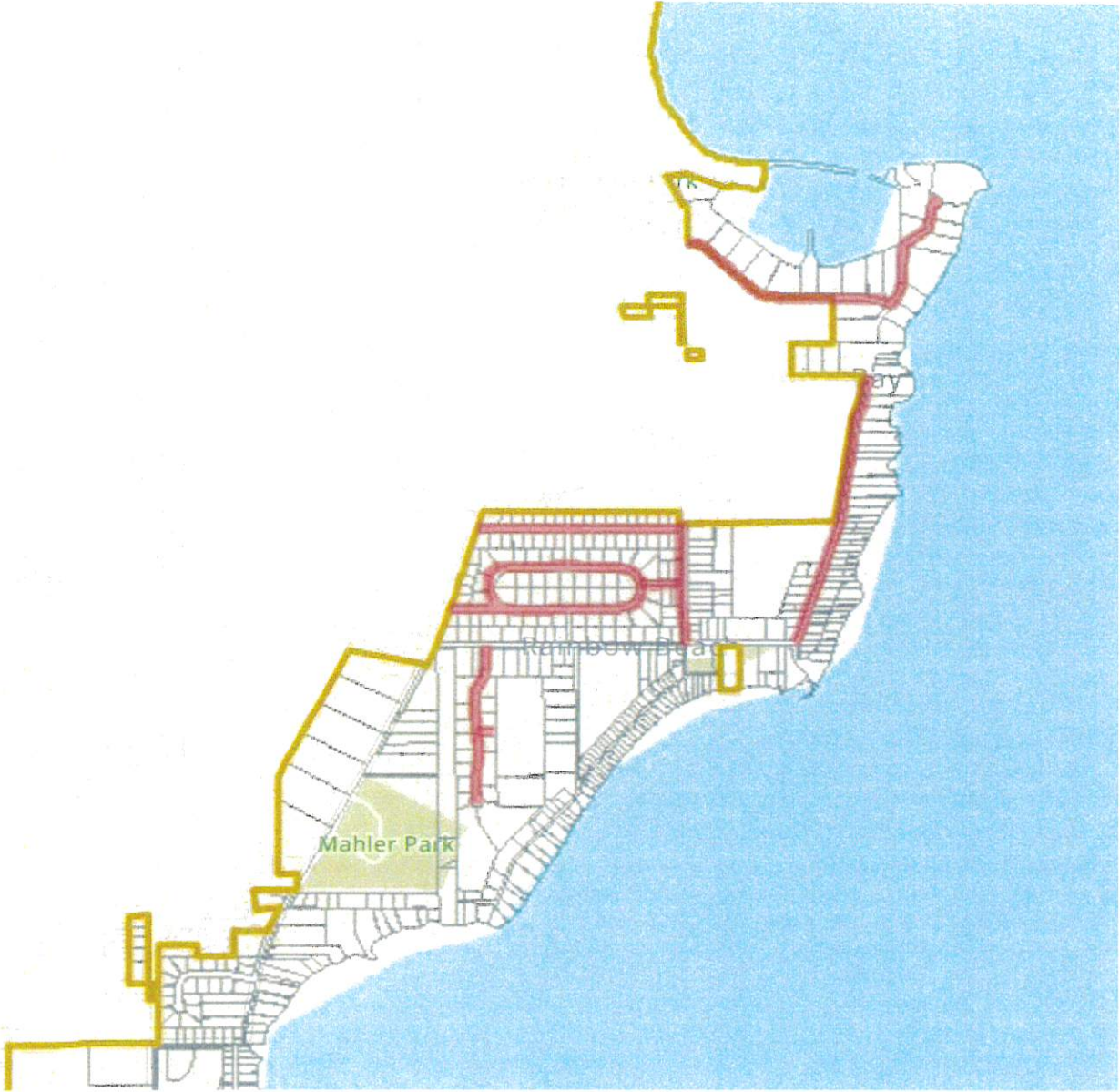
Road/Street Name	Estimated Length (Lineal Feet)	Town Cost
Limekiln Drive (Bayview Road to Termini)	3,300	\$7,354.00
Hidden Acres Lane (Maple Lane to Termini)	1,578	\$5,096.00
Pintail Drive (Hidden Acres Lane to Termini)	158	
TOTAL for Fog Sealing		\$12,540.00

TOTAL BID PRICE (UNIT "A" & UNIT "B" & UNIT "C") = \$129,220.00

**ALL STREETS LISTED IN THE PROJECT SHALL BE COMPLETED
NO LATER THAN MONDAY, AUGUST 31, 2023**

Town of Neenah
2023 Chip Seal Road Map

b



Town of Neenah
Attn: Ellen Skerke, Administrator
1600 Breezewood Lane
Neenah, WI 54956

Date: January 25, 2023

McM. No. M0032-09-99-00013.00

PROJECT DESCRIPTION:

Civil Engineering Design Services for milling and repaving the asphalt parking lot at the Neenah Town Hall at 1600 Breezewood Lane. New parking lot striping will also be investigated to improve the current parking lot layout.

The proposed redevelopment project will not exceed 1 acre in land disturbance. As a result, it will not require a Wisconsin Department of Natural Resources (DNR) NOI Permit, or a post construction stormwater management device. It will also not require stormwater management through the Town or County. No wetlands are located on, or near, the property. A plan set will be drafted using County contours and aerial imagery. Little to no topographic survey will be required. Because the construction project will exceed \$25,000, public bidding is necessary per state statutes.

SCOPE OF SERVICES:

McMahon Associates, Inc. agrees to provide the following Scope of Services for this project:

- Preliminary Investigations
 - ▶ Visit and evaluate site for pavement condition, drainage, culvert condition, and other issues that may prevent an adequately completed project.
 - ▶ Field measure existing pavement footprint and pavement markings, and take site photos, to complement aerial photography and to ensure the proposed asphalt is within the same footprint as the existing asphalt.
 - ▶ Discuss findings and design approach with Owner prior to commencing design.
- Civil Design
 - ▶ Site Design
 - ◆ Import County contour data and aerial photographs into AutoCAD drawings to create a civil site plan. Plan set to include the following sheets:
 - ▼ Title sheet, including notes, abbreviations, and parking stall data.
 - ▼ Existing conditions sheet.
 - ▼ Demolition sheet and limits of construction.
 - ▼ Site design sheet, including site improvements such as stalls, striping, accessibility stalls, dimensions, culvert replacement, gravel shoulder, and notes.
 - ▼ Grading and erosion control sheet.
 - ▼ Erosion control notes sheet.
 - ▼ Construction detail sheets, including any unique site specific details.
 - ▶ Complete an opinion of probable cost for the construction of the project.
- Bidding Services
 - ▶ Prepare Public Bidding Documents for Contracts covering work being bid in accordance with Town requirements.
 - ▶ Submit bid documents/specifications to Town for review.
 - ▶ Upon authorization from the Town, submit public bid advertisement information to authorized newspaper in accordance with State Statutes.

SCOPE OF SERVICES:

- Bidding Services | continued
 - ▶ Provide copies of bidding documents to prospective bidders.
 - ▶ Answer questions posed by potential bidders. If necessary, prepare and distribute Addenda, which may be required to clarify questions raised during the Bidding Phase.
 - ▶ Receive bids, and attend scheduled public bid opening. Analyze bids, review qualifications of the apparent low bidder and prepare a written recommendation to the Town on the Contract Award.
 - ▶ Coordinate construction schedule with the Town to avoid scheduled Town Hall activities and meetings. Meet with fire department staff to ensure access to equipment. Anticipated schedule coordination to be included in bid documents.
- Construction Related Services
 - ▶ Provide services related to the administration of the Construction Contracts.
 - ▶ Prepare Contract Documents for review and execution by the contractor and the Town.
 - ▶ Assist the Town in conducting a preconstruction conference with representatives from the Town, contractor, the consultant's representatives, and any affected utilities.
 - ▶ Review shop drawings and other technical submittals by the contractors, as required by the Contract Documents.
 - ▶ Review payment applications by the contractors and provide the Town with payment recommendations.
 - ▶ Assist the Town in administering change orders, field modifications and other construction administration activities, as required to complete the project in a timely fashion.
 - ▶ Provide periodic or as-requested site visits to review progress of the work and answer questions.
 - ▶ Perform a final inspection of the project before the final payment certificate is processed.

Items Not Included in the Scope of Services:

The following is not intended to be a comprehensive list. It is intended to highlight general areas not included in the Scope of Services (but may be include in future Agreements).

- Topographic Survey.
- ALTA Land Title Survey.
- Boundary Survey.
- Site Drainage Improvements.
- Soil Borings.
- Sampling of soil, air, groundwater, building material and/or other media on the subject property.
- Wisconsin DNR Chapter 30 Permits, NOI permit, or County permits.
- Photometric or Lighting Plan.
- Landscaping Plan.
- Permit/review fees to Town, County, and State, including review and recording fees.
- Private Utility Locates.
- Post-Construction Record Drawing.
- Other efforts not specifically enumerated herein.

SPECIAL TERMS: (Refer Also to General Terms & Conditions - Attached)

The Scope of Services and fee is based upon the understanding that the Owner will provide the following:

- A single source contact with whom all communication is to occur.
- Allow access to the property.

SPECIAL TERMS: (Refer Also to General Terms & Conditions - Attached)

- Pay all review, permit, and recording fees.
- Provide schedule for Town Hall meetings and other activities.
- Provide such legal, accounting, financial and insurance counseling services as may be required for the project.

The Town of Neenah agrees that the Project Description, Scope of Services and Compensation sections contained in this Agreement, pertaining to this project or any addendum thereto, are considered confidential and proprietary, and shall not be released or otherwise made available to any third party, prior to the execution of this Agreement, without the expressed written consent of McMahon Associates, Inc.

COMPENSATION: (Does Not Include Permit or Approval Fees)

McMahon Associates, Inc. agrees to provide the Scope of Services described above for the following compensation on a time and materials basis:

■ Preliminary Investigation	\$0
■ Civil Design	\$5,000
■ Bidding Services.....	\$6,000
■ <u>Construction Related Services.....</u>	<u>\$3,000</u>
PROJECT TOTAL	\$14,000

COMPLETION SCHEDULE:

McMahon Associates, Inc. agrees to complete this project as follows, contingent upon an executed Agreement authorized at the Town Board Meeting on Monday, February 13, 2023:

- Authorize Project & Sign Professional Agreement..... Week of February 13, 2023
- Preliminary Investigations & Civil Design
- Bidding Services.....
- Award Bid & Execute Project Contracts
- Construction Related Services.....

ACCEPTANCE:

The General Terms & Conditions And The Scope Of Services (Defined In The Above Agreement) Are Accepted, and McMahon Associates, Inc. Is Hereby Authorized To Proceed With The Services.

The Agreement Fee Is Firm For Acceptance Within Sixty (60) Days From Date Of This Agreement.


TOWN OF NEENAH
Neenah, Wisconsin

By: _____
 (Authorized Signature)

Title: _____

Date: _____

McMAHON ASSOCIATES, INC.
Neenah, Wisconsin

By: 
 Benjamin T. Hamblin, P.E.

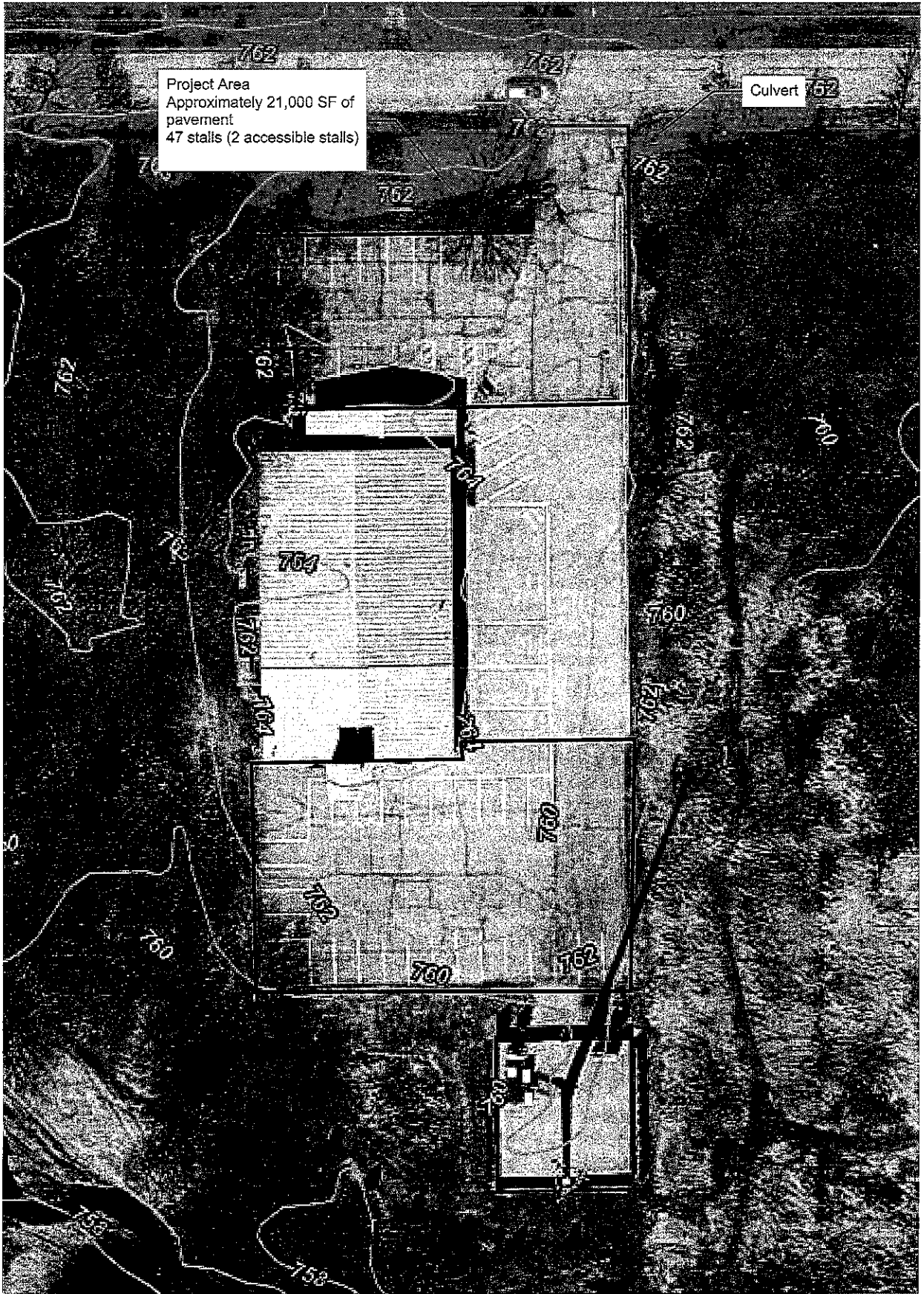
Title: Associate / Municipal & Civil Engineer

Date: January 25, 2023

Please Return One Copy For Our Records
 Street Address: 1445 McMAHON DRIVE - NEENAH, WI 54956
 Mailing Address: P.O. Box 1025 - NEENAH, WI 54957-1025
 PH 920-751-4200 ■ FX 920-751-4284 ■ WWW.MCMGRP.COM

Project Area
Approximately 21,000 SF of
pavement
47 stalls (2 accessible stalls)

Culvert 52





McMAHON ASSOCIATES, INC. GENERAL TERMS & CONDITIONS

1. McMAHON ASSOCIATES, INC. (hereinafter referred to as 'McMAHON') will bill the Owner monthly with net payment due in 30-days. Past due balances shall be subject to a service charge at a rate of 1.0% per month. In addition, McMAHON may, after giving 48-hours notice, suspend service under any Agreement until the Owner has paid in full all amounts due for services rendered and expenses incurred. These expenses include service charges on past due invoices, collection agency fees and attorney fees incurred by McMAHON to collect all monies due McMAHON. McMAHON and Owner hereby acknowledge that McMAHON has and may exercise lien rights on subject property.
 2. The stated fees and Scope of Services constitute our best estimate of the fees and tasks required to perform the services as defined. This Agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development services, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction, which may alter the Scope. McMAHON will promptly inform the Owner in writing of such situations so changes in this Agreement can be negotiated, as required.
 3. The stipulated fee is firm for acceptance by the Owner for 60-days from date of Agreement publication.
 4. Costs and schedule commitments shall be subject to re-negotiation for delays caused by the Owner's failure to provide specified facilities or information, or for delays caused by unpredictable occurrences, including without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, infectious diseases, acts of God or the public enemy, or acts or regulations of any governmental agency. Temporary delay of services caused by any of the above, which results in additional costs beyond those outlined, may require re-negotiation of this Agreement.
 5. Reimbursable expenses incurred by McMAHON in the interest of the project including, but not limited to, equipment rental will be billed to the Owner at cost plus 10% and sub-consultants at cost plus 12%. When McMAHON, subsequent to execution of an Agreement, finds that specialized equipment must be purchased to provide special services, the cost of such equipment will be added to the agreed fee for professional services only after the Owner has been notified and agrees to these costs.
 6. McMAHON will maintain insurance coverage in the following amounts:

Worker's Compensation	Statutory
General Liability	
Bodily Injury - Per Incident / Annual Aggregate.....	\$1,000,000 / \$2,000,000
Automobile Liability	
Bodily Injury	\$1,000,000
Property Damage.....	\$1,000,000
Professional Liability Coverage	\$2,000,000
- If the Owner requires coverage or limits in addition to the above stated amounts, premiums for additional insurance shall be paid by the Owner. McMAHON's liability to Owner for any indemnity commitments, reimbursement of legal fees, or for any damages arising in any way out of performance of our contract is limited to ten (10) times McMAHON's fee not to exceed to \$500,000.
7. The Owner agrees to provide such legal, accounting and insurance counseling services as may be required for the project for the Owner's purpose. All unresolved claims, disputes and other matters in question between the Owner and McMAHON shall be submitted to mediation, if an agreement cannot be reached by Owner and McMAHON.
 8. Termination of this Agreement by the Owner or McMAHON shall be effective upon 7-days written notice to the other party. The written notice shall include the reasons and details for termination; payment is due as stated in paragraph 1. If the Owner defaults in any of the Agreements entered into between McMAHON and the Owner, or if the Owner fails to carry out any of the duties contained in these terms and conditions, McMAHON may, upon 7-days written notice, suspend its services without further obligation or liability to the Owner unless, within such 7-day period, the Owner remedies such violation to the reasonable satisfaction of McMAHON.
 9. Re-use of any documents or AutoCAD representations pertaining to this project by the Owner for extensions of this project or on any other project shall be at the Owner's risk and the Owner agrees to defend, indemnify and hold harmless McMAHON from all claims, damages and expenses, including attorneys' fees arising out of such re-use of the documents or AutoCAD representations by the Owner or by others acting through the Owner.
 10. Purchase Orders - In the event the Owner issues a purchase order or other instrument related to the Engineer's services, it is understood and agreed that such document is for Owner's internal accounting purposes only and shall in no way modify, add to or delete any of the terms and conditions of this Agreement. If the Owner does issue a purchase order, or other similar instrument, it is understood and agreed that the Engineer shall indicate the purchase order number on the invoice(s) sent to the Owner.
 11. McMAHON will provide all services in accordance with generally accepted professional practices. McMAHON will not provide or offer to provide services inconsistent with or contrary to such practices nor make any other warranty or guarantee, expressed or implied, nor to have any Agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, McMAHON will not accept those terms and conditions offered by the Owner in its purchase order, requisition or notice of authorization to proceed, except as set forth herein or expressly accepted in writing. Written acknowledgment of receipt, or the actual performance of services subsequent to receipt, of any such purchase order, requisition or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.
 12. McMAHON intends to serve as the Owner's professional representative for those services, as defined in this Agreement, and to provide advice and consultation to the Owner as a professional. Any opinions of probable project costs, approvals and other decisions made by McMAHON for the Owner are rendered on the basis of experience and qualifications and represent our professional judgment. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action, in favor of a third party against either the Architect or McMAHON.
 13. This Agreement shall not be construed as giving McMAHON the responsibility or authority to direct or supervise construction means, methods, techniques, sequence or procedures of construction selected by Contractors or Subcontractors, or the safety precautions and programs incident to the work of the Contractors or Subcontractors.
 14. The Owner shall be responsible for maintenance of the structure, or portions of the structure, which have been completed and have been accepted for its intended use by the Owner. All structures are subject to wear and tear, and environmental and man-made exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance is the sole responsibility of the Owner. McMAHON shall have no responsibility for such issues or resulting damages.



FEE SCHEDULE | 2023

McMahon Associates, Inc.

Effective: 01/01/2023

This Fee Schedule is subject to revisions due to labor rate adjustments and interim staff or corporate changes.

**NEENAH, WISCONSIN
CORPORATE HEADQUARTERS**

Street Address:
1445 McMAHON DRIVE
NEENAH, WI 54956

Mailing Address:
P.O. BOX 1025
NEENAH, WI 54957-1025

Ph 920.751.4200 | Fax 920.751.4284

Email: MCM@MCMGRP.COM
Web: WWW.MCMGRP.COM

1700 HUTCHINS ROAD
MACHESNEY PARK, IL 61115
Ph 815.636.9590 | Fax 815.636.9591
Email: MCMAHON@MCMGRP.NET
Web: WWW.MCMGRP.COM

952 SOUTH STATE ROAD 2
VALPARAISO, IN 46385
Ph 219.462.7743 | Fax 219.464.8248
Email: MCM@MCMGRP-IN.COM
Web: WWW.MCMGRP.COM

LABOR CLASSIFICATION	HOURLY RATE
Principal	\$196.00
Senior Project Manager	\$196.00
Project Manager	\$139.00 - \$182.00
Senior Engineer	\$173.00 - \$186.00
Engineer	\$93.00 - \$164.00
Senior Engineering Technician	\$127.00 - \$140.00
Engineering Technician	\$80.00 - \$116.00
Senior Architect	\$166.00 - \$186.00
Architect	\$130.00 - \$155.00
Senior Land Surveyor	\$124.00 - \$163.00
Senior Public Management Specialist	\$155.00
Public Management Specialist	\$127.00
Senior Public Safety Specialist	\$155.00
Public Safety Specialist	\$127.00
Building Inspector Specialist	\$125.00
Land Surveyor	\$116.00
K-12 Administrative Specialist	\$118.00
Land Surveyor Technician	\$80.00 - \$103.00
Surveyor Apprentice	\$66.00
Erosion Control Technician	\$88.00
Senior Hydrogeologist	\$196.00
Senior Ecologist	\$187.00
Environmental Scientist	\$95.00 - \$107.00
Senior G.I.S. Analyst	\$159.00
G.I.S. Analyst	\$88.00 - \$108.00
Wetland Delineator	\$108.00
Senior Designer	\$136.00
Designer	\$87.00 - \$117.00
Senior On-Site Project Representative	\$117.00
On-Site Project Representative	\$53.00 - \$98.00
State Plan Reviewer	\$139.00
Certified Grant Specialist	\$141.00
Graphic Designer	\$104.00
Senior Administrative Assistant	\$90.00 - \$101.00
Administrative Assistant	\$80.00
Intern	\$42.00 - \$65.00
Professional Witness Services	\$357.00



REIMBURSABLE EXPENSES SCHEDULE | 2023

McMahon Associates, Inc.

Effective: 01/01/2023

DESCRIPTION	RATE
REIMBURSABLE EXPENSES:	
Commercial Travel	1.1 of Cost
Delivery & Shipping	1.1 of Cost
Meals & Lodging	1.1 of Cost
Review & Submittal Fees	1.1 of Cost
Outside Consultants	1.12 of Cost
Photographs & Models	1.1 of Cost
Misc. Reimbursable Expenses & Project Supplies	1.1 of Cost
Terrestrial Laser Scanner	\$1,500.00
REIMBURSABLE UNITS:	
Photocopy Charges - Black & White	\$0.08/Image
Photocopy Charges - Color / 8½" x 11"	\$0.45/Image
Photocopy Charges - Color / 8½" x 14" and 11" x 17"	\$0.75/Image
Mileage	\$0.75/Mile
Mileage - Truck/Van	\$1.05/Mile
All-Terrain Vehicle	\$60.00/Day
Global Positioning System (GPS)	\$21.00/Hour
Hand-Held Global Positioning System (GPS)	\$15.00/Hour
Robotic Total Station	\$20.00/Hour
Survey Hubs	\$0.45/Each
Survey Lath	\$0.80/Each
Survey Paint	\$6.00/Can
Survey Ribbon	\$3.00/Roll
Survey Rebars - 1¼"	\$10.00/Each
Survey Rebars - ¾"	\$3.25/Each
Survey Rebars - 5/8"	\$2.75/Each
Survey Iron Pipe - 1"	\$3.50/Each
Survey Steel Fence Post - 1"	\$5.00/Each
Control Spikes	\$1.75/Each

NEENAH, WISCONSIN
CORPORATE HEADQUARTERS

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VALPARAISO, IN 46385

Ph 219.462.7743 | Fax 219.464.8248

Email: MCM@MCMGRP-IN.COM
Web: WWW.MCMGRP.COM

Town of Neenah
Attn: Ellen Skerke, Administrator
1600 Breezewood Lane
Neenah, WI 54956

Date: January 25, 2023

McM. No. M0032-09-99-00015.00

PROJECT DESCRIPTION:

Civil Engineering Design, Bidding, and Construction Management Services for pulverizing and repaving the asphalt parking lot at Mahler Park at 1536 S. Park Avenue.

The proposed redevelopment project will not exceed 1 acre in land disturbance. As a result, it will not require a Wisconsin Department of Natural Resources (DNR) NOI Permit, or a post-construction stormwater management device. It will also not require stormwater management through the Town or County. No wetlands are located on, or near, the property. A plan set will be drafted using County contours and aerial imagery. Little to no topographic survey will be required. Because the construction project will exceed \$25,000, public bidding is necessary per state statutes.

SCOPE OF SERVICES:

McMahon Associates, Inc. agrees to provide the following Scope of Services for this project:

- Preliminary Investigations
 - ▶ Visit and evaluate site for pavement condition, drainage, culvert conditions, and other issues that may prevent an adequately completed project.
 - ▶ Field measure existing pavement footprint and pavement markings, and take site photos, to complement aerial photography and to ensure the proposed asphalt is within the same footprint as the existing asphalt.
 - ▶ Evaluate access needs to pavilion and storage shed.
 - ▶ Discuss findings and design approach with Owner prior to commencing design.
- Civil Design
 - ▶ Site Design
 - ◆ Import County contour data and aerial photographs into AutoCAD drawings to create a civil site plan. Plan set to include the following sheets:
 - ▼ Title sheet, including notes, abbreviations, and parking stall data.
 - ▼ Existing conditions sheet.
 - ▼ Demolition sheet and limits of construction.
 - ▼ Site design sheet, including site improvements such as stalls, striping, accessibility stalls, dimensions, culvert replacement, gravel shoulder, and notes.
 - ▼ Grading and erosion control sheet.
 - ▼ Erosion control notes sheet.
 - ▼ Construction detail sheets, including any unique site specific details.
 - ▶ Complete an opinion of probable cost for the construction of the project.
- Bidding Services
 - ▶ Prepare Public Bidding Documents for Contracts covering work being bid in accordance with Town requirements.
 - ▶ Submit bid documents/specifications to Town for review.

SCOPE OF SERVICES:

- Bidding Services | continued
 - Upon authorization from the Town, submit public bid advertisement information to authorized newspaper in accordance with State Statutes.
 - Provide copies of bidding documents to prospective bidders.
 - Answer questions posed by potential bidders. If necessary, prepare and distribute Addenda, which may be required to clarify questions raised during the Bidding Phase.
 - Receive bids, and attend scheduled public bid opening. Analyze bids, review qualifications of the apparent low bidder and prepare a written recommendation to the Town on the Contract Award.
 - Coordinate construction schedule with Town to avoid scheduled park activities. Anticipated schedule coordination to be included in the bid documents.
- Construction Related Services
 - Provide services related to the administration of the Construction Contracts.
 - Prepare Contract Documents for review and execution by the contractor and the Town.
 - Assist the Town in conducting a preconstruction conference with representatives from the Town, contractor, the consultant's representatives, and any affected utilities.
 - Review shop drawings and other technical submittals by the contractors, as required by the Contract Documents.
 - Review payment applications by the contractors and provide the Town with payment recommendations.
 - Assist the Town in administering change orders, field modifications and other construction administration activities, as required to complete the project in a timely fashion.
 - Provide periodic or as-requested site visits to review progress of the work and answer questions.
 - Perform a final inspection of the project before the final payment certificate is processed.

Items Not Included in the Scope of Services:

The following is not intended to be a comprehensive list. It is intended to highlight general areas not included in the Scope of Services (but may be include in future Agreements).

- Topographic Survey.
- ALTA Land Title Survey.
- Boundary Survey.
- Site Drainage Improvements.
- Soil Borings.
- Sampling of soil, air, groundwater, building material and/or other media on the subject property.
- Wisconsin DNR Chapter 30 Permits, NOI permit, or County permits.
- Photometric or Lighting Plan.
- Landscaping Plan.
- Permit/review fees to Town, County, and State, including review and recording fees.
- Private Utility Locates.
- Post-Construction Record Drawing.
- Other efforts not specifically enumerated herein.

SPECIAL TERMS: (Refer Also to General Terms & Conditions - Attached)

The Scope of Services and fee is based upon the understanding that the Owner will provide the following:

- Provide a single source contact with whom all communication is to occur.
- Allow access to the property.
- Pay all review, permit, and recording fees.
- Provide schedules for summer park activities.
- Provide such legal, accounting, financial and insurance counseling services as may be required for the project.

The Town of Neenah agrees that the Project Description, Scope of Services and Compensation sections contained in this Agreement, pertaining to this project or any addendum thereto, are considered confidential and proprietary, and shall not be released or otherwise made available to any third party, prior to the execution of this Agreement, without the expressed written consent of McMahon Associates, Inc.

COMPENSATION: (Does Not Include Permit or Approval Fees)

McMahon Associates, Inc. agrees to provide the Scope of Services described above for the following compensation on a time and materials basis:

■ Preliminary Investigation	\$0
■ Civil Design	\$6,000
■ Bidding Services.....	\$6,000
■ <u>Construction Related Services</u>	<u>\$3,000</u>
PROJECT TOTAL	\$15,000

COMPLETION SCHEDULE:

McMahon Associates, Inc. agrees to complete this project as follows, contingent upon an executed Agreement authorized at the Town Board Meeting on Monday, February 13, 2023:

- Authorize Project & Sign Professional Agreement..... Week of February 13, 2023
- Preliminary Investigations & Civil Design February 2023
- Bidding Services..... March 2023
- Award Bid & Execute Project Contracts March 2023
- Construction Related Services..... Summer 2023 (Town to determine schedule)

ACCEPTANCE:

The General Terms & Conditions And The Scope Of Services (Defined In The Above Agreement) Are Accepted, and McMahon Associates, Inc. Is Hereby Authorized To Proceed With The Services.

The Agreement Fee Is Firm For Acceptance Within Sixty (60) Days From Date Of This Agreement.

TOWN OF NEENAH
Neenah, Wisconsin

By: _____

(Authorized Signature)

Title: _____

Date: _____

McMAHON ASSOCIATES, INC.
Neenah, Wisconsin

By: 

Benjamin T. Hamblin, P.E.

Title: Associate / Municipal & Civil Engineer

Date: January 25, 2023

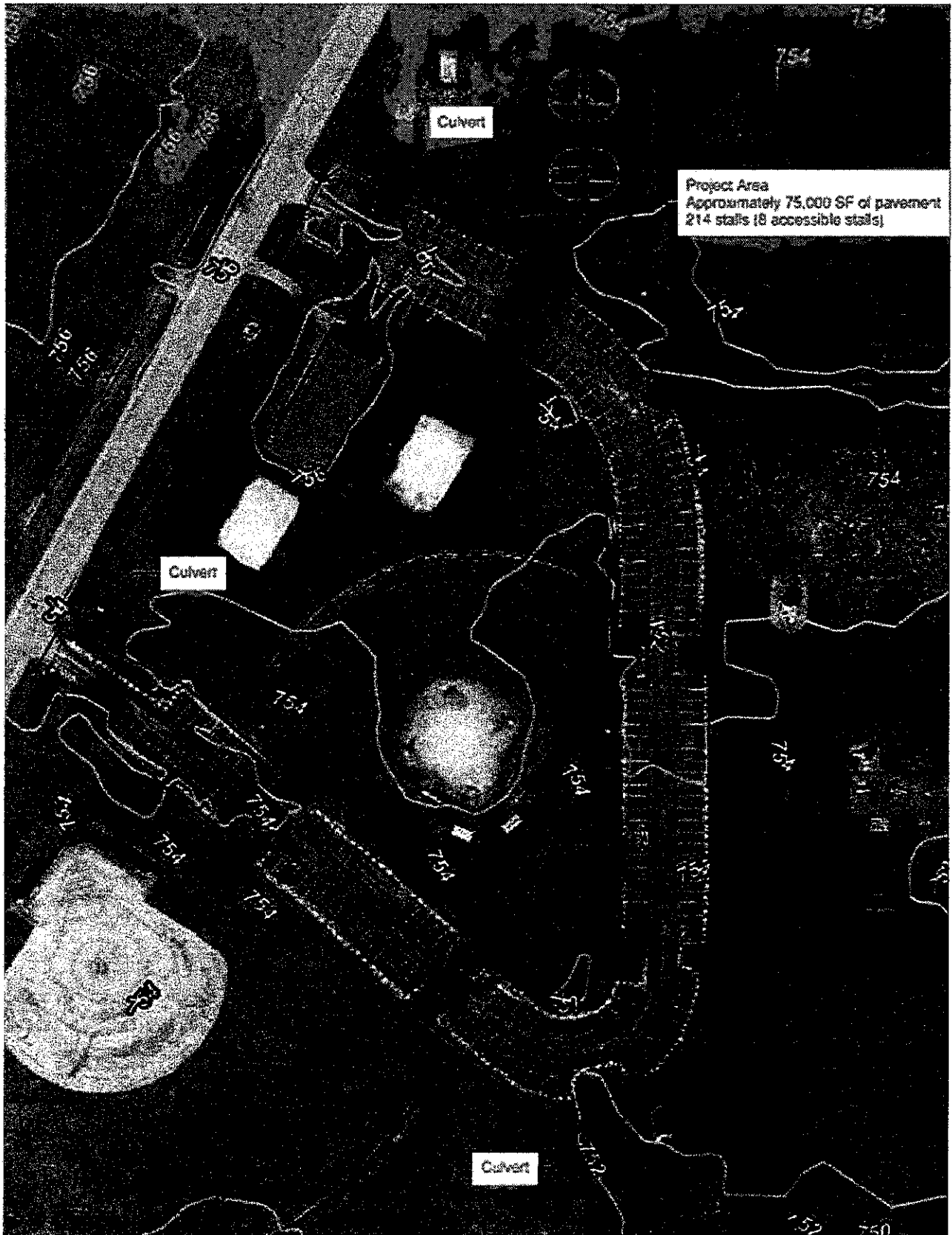
Please Return One Copy For Our Records

Street Address: 1445 McMAHON DRIVE - NEENAH, WI 54956

Mailing Address: P.O. Box 1025 - NEENAH, WI 54957-1025

PH 920-751-4200 ■ FX 920-751-4284 ■ WWW.MCMGRP.COM

W:\WP\AGREEMENTS\SF-AGREEMENTS (MCM)\2023\N0003-02 BTH





McMAHON ASSOCIATES, INC.
GENERAL TERMS & CONDITIONS

1. McMAHON ASSOCIATES, INC. (hereinafter referred to as 'McMAHON') will bill the Owner monthly with net payment due in 30-days. Past due balances shall be subject to a service charge at a rate of 1.0% per month. In addition, McMAHON may, after giving 48-hours notice, suspend service under any Agreement until the Owner has paid in full all amounts due for services rendered and expenses incurred. These expenses include service charges on past due invoices, collection agency fees and attorney fees incurred by McMAHON to collect all monies due McMAHON. McMAHON and Owner hereby acknowledge that McMAHON has and may exercise lien rights on subject property.
2. The stated fees and Scope of Services constitute our best estimate of the fees and tasks required to perform the services as defined. This Agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development services, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction, which may alter the Scope. McMAHON will promptly inform the Owner in writing of such situations so changes in this Agreement can be negotiated, as required.
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Worker's Compensation.....	Statutory
General Liability	
Bodily Injury - Per Incident / Annual Aggregate.....	\$1,000,000 / \$2,000,000
Automobile Liability	
Bodily Injury	\$1,000,000
Property Damage	\$1,000,000
Professional Liability Coverage	\$2,000,000

If the Owner requires coverage or limits in addition to the above stated amounts, premiums for additional insurance shall be paid by the Owner. McMAHON's liability to Owner for any indemnity commitments, reimbursement of legal fees, or for any damages arising in any way out of performance of our contract is limited to ten (10) times McMAHON's fee not to exceed to \$500,000.

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9. Re-use of any documents or AutoCAD representations pertaining to this project by the Owner for extensions of this project or on any other project shall be at the Owner's risk and the Owner agrees to defend, indemnify and hold harmless McMAHON from all claims, damages and expenses, including attorneys' fees arising out of such re-use of the documents or AutoCAD representations by the Owner or by others acting through the Owner.
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12. McMAHON intends to serve as the Owner's professional representative for those services, as defined in this Agreement, and to provide advice and consultation to the Owner as a professional. Any opinions of probable project costs, approvals and other decisions made by McMAHON for the Owner are rendered on the basis of experience and qualifications and represent our professional judgment. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action, in favor of a third party against either the Architect or McMAHON.
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FEE SCHEDULE | 2023

McMahon Associates, Inc.

Effective: 01/01/2023

LABOR CLASSIFICATION	HOURLY RATE
Principal	\$196.00
Senior Project Manager	\$196.00
Project Manager	\$139.00 - \$182.00
Senior Engineer	\$173.00 - \$186.00
Engineer	\$93.00 - \$164.00
Senior Engineering Technician	\$127.00 - \$140.00
Engineering Technician	\$80.00 - \$116.00
Senior Architect	\$166.00 - \$186.00
Architect	\$130.00 - \$155.00
Senior Land Surveyor	\$124.00 - \$163.00
Senior Public Management Specialist	\$155.00
Public Management Specialist	\$127.00
Senior Public Safety Specialist	\$155.00
Public Safety Specialist	\$127.00
Building Inspector Specialist	\$125.00
Land Surveyor	\$116.00
K-12 Administrative Specialist	\$118.00
Land Surveyor Technician	\$80.00 - \$103.00
Surveyor Apprentice	\$66.00
Erosion Control Technician	\$88.00
Senior Hydrogeologist	\$196.00
Senior Ecologist	\$187.00
Environmental Scientist	\$95.00 - \$107.00
Senior G.I.S. Analyst	\$159.00
G.I.S. Analyst	\$88.00 - \$108.00
Wetland Delineator	\$108.00
Senior Designer	\$136.00
Designer	\$87.00 - \$117.00
Senior On-Site Project Representative	\$117.00
On-Site Project Representative	\$53.00 - \$98.00
State Plan Reviewer	\$139.00
Certified Grant Specialist	\$141.00
Graphic Designer	\$104.00
Senior Administrative Assistant	\$90.00 - \$101.00
Administrative Assistant	\$80.00
Intern	\$42.00 - \$65.00
Professional Witness Services	\$357.00

This Fee Schedule is subject to revisions due to labor rate adjustments and interim staff or corporate changes.

NEENAH, WISCONSIN
CORPORATE HEADQUARTERS

Street Address:
1445 McMAHON DRIVE
NEENAH, WI 54956

Mailing Address:
P.O. BOX 1025
NEENAH, WI 54957-1025

Ph 920.751.4200 | Fax 920.751.4284

Email: MCM@MCMGRP.COM
Web: WWW.MCMGRP.COM

1700 HUTCHINS ROAD
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Ph 815.636.9590 | Fax 815.636.9591
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952 SOUTH STATE ROAD 2
VALPARAISO, IN 46385
Ph 219.462.7743 | Fax 219.464.8248
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Web: WWW.MCMGRP.COM



REIMBURSABLE EXPENSES SCHEDULE | 2023

McMahon Associates, Inc.

Effective: 01/01/2023

DESCRIPTION	RATE
REIMBURSABLE EXPENSES:	
Commercial Travel	1.1 of Cost
Delivery & Shipping	1.1 of Cost
Meals & Lodging	1.1 of Cost
Review & Submittal Fees	1.1 of Cost
Outside Consultants	1.12 of Cost
Photographs & Models	1.1 of Cost
Misc. Reimbursable Expenses & Project Supplies	1.1 of Cost
Terrestrial Laser Scanner	\$1,500.00
REIMBURSABLE UNITS:	
Photocopy Charges - Black & White	\$0.08/Image
Photocopy Charges - Color / 8½" x 11"	\$0.45/Image
Photocopy Charges - Color / 8½" x 14" and 11" x 17"	\$0.75/Image
Mileage	\$0.75/Mile
Mileage - Truck/Van	\$1.05/Mile
All-Terrain Vehicle	\$60.00/Day
Global Positioning System (GPS)	\$21.00/Hour
Hand-Held Global Positioning System (GPS)	\$15.00/Hour
Robotic Total Station	\$20.00/Hour
Survey Hubs	\$0.45/Each
Survey Lath	\$0.80/Each
Survey Paint	\$6.00/Can
Survey Ribbon	\$3.00/Roll
Survey Rebars - 1¼"	\$10.00/Each
Survey Rebars - ¾"	\$3.25/Each
Survey Rebars - 5/8"	\$2.75/Each
Survey Iron Pipe - 1"	\$3.50/Each
Survey Steel Fence Post - 1"	\$5.00/Each
Control Spikes	\$1.75/Each

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Memorandum

Date:	February 13th, 2023
To:	Town of Neenah Town Administrator/Chairman/Town Board Members
From:	Fire Chief Chad Dolphin
Subject:	TNFD Resignation – FF Justin Schott

Firefighter Justin Schott has informed TNFD of his intent to resign from the fire department due to moving to Appleton. Included is his resignation letter. FF Schott had 7.5 years on the department and was a valuable asset due to his background in heavy equipment operation and wrecker services. We wish Justin and his family the best as they move into their first home.

FF Schott is departing in good standing, and we would consider bringing him back onto the department if he moves back to the area and shows interest.

Justin has turned in all of his department issued equipment.

Respectfully,
Fire Chief Chad Dolphin