



*Department of Public Works*  
211 Walnut Street, P.O. Box 426, Neenah, WI 54957-0426  
Phone: 920-886-6240 Fax: 920-886-6250

February 7, 2025

**Re: Utility and Street Construction on Caroline Street, Douglas Street, Elm Street, and Hickory Lane**

Construction of your street has been included in the City of Neenah's 2025 Capital Improvement Program budget. Construction may consist of street resurfacing or reconstruction, sanitary sewer replacement, water main replacement and storm sewer construction. The decision to include your street in the 2025 program included a consideration of the street use, the pavement condition, the condition of city utilities - sanitary sewer, water main and storm sewer - that lie under the street, and other issues that may be unique to your street.

A public hearing will be held at the City Administration Building, 211 Walnut Street, Neenah, on **Wednesday, February 19, 2025, at 7:00 pm**. The Public Hearing will enable you to present your views on this project. The public hearing notice is enclosed.

An **Informational Open House** will be held prior to the Public Hearing from 6:00 PM to 7:00 PM in the City Administration building lobby. Public Works engineering staff will be available to answer project questions and to explain the construction process to help homeowners understand the scope of the work and options available to them. Plans and cost estimates will be available at that time. If you are unable to attend the meeting, please call the Department of Public Works with any questions at (920) 886-6240.

**Sanitary Sewer Construction**

The sanitary sewer lateral carries wastewater from a house or building to the city sanitary sewer main. The sewer main is owned and maintained by the City. The property owner is responsible for maintenance or replacement of the lateral from the house to the sanitary sewer main

The city will require property owners to replace the lateral from the sanitary sewer main to the building if the lateral is considered defective. A lateral is considered defective if it is leaking or is made of clay or cast iron. The lateral may be left in place if the pipe material is not clay or cast iron and it is not leaking. The City does this replacement to prevent future repairs to the lateral under a new street and sidewalk and to reduce infiltration of clear water into the existing sewer. This decreases the utility's cost to treat the water, increases the capacity of the existing sewerage system and reduces sewerage backups. The estimated cost for this work is \$ 6,000 and will be cost shared with the property owner and sewer utility (50/50). The cost can vary greatly depending on the lateral length and type of construction.

**Sump Pump**

If the property does not have a sump pump there is a high probability that the building drain tile connects to the sanitary sewer lateral. This is an illegal connection and will be removed with the lateral replacement. With the removal of this connection, the water in the drain tile will not be able to drain, therefore, we highly recommend installing a sump pit connected to the drain tile with this work. The property owner should request that the contract or install the sump pump before they complete the work.

**Water Main Construction**

Water main construction will be done on your street as well. The work will consist of replacing the water main in the street and the water service from the main (in the street) to the curb stop. There is no assessment for this work.

### **Water Service**

The water service carries potable water from the water main in the street into the house or building. During the replacement of the water mains, properties with lead or galvanized service lines will be required to replace their portion of the service line. Per Neenah Ordinance 2020-24, Neenah Water Utility is responsible for notifying property owners and ensuring the replacement of private lead and galvanized service lines during a construction event. We will not be able to determine if there is any lead or galvanized pipe connected to the property until the contractor begins excavating near the curb stop.

If there is lead or galvanized pipe on the Utility-owned portion of the service line (from the main to the curb stop), this portion will be replaced at no cost to you. However, the replacement of the private lead or galvanized service (from the curb stop to the water meter) is the responsibility of the property owner. Property owners have the choice of replacing the water service before construction begins or having the service line replaced as part of the construction contract. Generally, having the service line replaced as part of the construction contract is easier and less expensive. The cost to replace a private service line during a construction event and in conjunction with a sanitary lateral replacement is approximately \$1,500.00.

### **Storm Sewer Construction**

Storm sewers may be constructed or replaced on your street. You will not be assessed for this work. Storm sewer laterals may be provided to the properties. This pipe is available for property owners to connect a sump pump discharge line.

### **Street Construction**

Following the utility construction described below, the City's contractor will reconstruct or resurface the street with hot mix asphalt. Property owners will not be assessed for the street reconstruction. During roadway construction, there may be a period of time when you will not have access to your driveway when the contractor is repairing the concrete curb/gutter, sidewalk or pavement and during concrete curing. You will be notified at least 24 hours in advance if this occurs. It may also be necessary to park on adjacent streets. Parking restrictions will be waived in these areas.

### **Tree Removal**

The city will make efforts to preserve existing terrace trees before, during and after construction. The City Forester and engineering staff will evaluate trees prior to construction to identify those trees that may be negatively impacted by construction. Trees will be evaluated for health and location relative to construction. Unfortunately, circumstances will arise where healthy trees cannot be preserved. In that event, city staff will discuss the issues with the affected homeowner. Any trees that cannot be preserved will be removed by City forestry staff prior to the start of construction. Once construction is complete, City forestry staff will make every effort to replace all trees removed providing the site allows for planting a tree.

### **Financial Assistance**

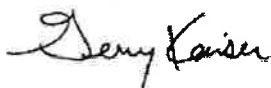
Low- and moderate-income households may be eligible for a grant or loan for sanitary lateral and/or water service replacement costs. Information is provided on the Neenah Housing Rehabilitation Program form (green) enclosed. Property owners should contact Carol Kasimor in the Community Development Department at (920) 886-6128 for further information and application forms. Financial assistance forms would need to be submitted to Carol Kasimor by **Friday, March 14, 2025**.

**Payment of Sanitary Sewer Lateral and Water Service Construction Assessments**

Assessments and extra work will be billed after completion of the project and may be paid in one of the following ways:

1. Cash on receipt of the invoice.
2. In full with property taxes.
3. On Deferred Plan: One-fifth of the amount will be placed on the property tax bill each year for five years, plus interest at a rate to be set by the Council on the unpaid balance, for bills exceeding \$100.00. Property owners will be instructed how to notify the City if they elect not to be placed on the installment plan.

Sincerely,



Gerry Kaiser, P.E.  
Director of Public Works

Enc: Public Hearing Notice  
Property Owner Authorization Form  
Neenah Housing Rehabilitation Program Information  
Sanitary Sewer Lateral and Water Service Diagram  
Aldermanic Map

cc: Mayor Lang  
Planner Kasimor  
Aldermen

**NOTICE OF PUBLIC HEARING ON SPECIAL ASSESSMENTS FOR BENEFITS  
CONFERRED UPON PROPERTY BY CONSTRUCTING AND INSTALLING  
IMPROVEMENTS IN SAID STREETS AS HEREINAFTER PROVIDED**

PLEASE TAKE NOTICE that the Common Council of the City of Neenah, has declared its intention to exercise its police power under City of Neenah Municipal Code, Section 13-1, and Wis. Stats. Sec. 66.0703 to levy special assessments upon property on both sides of the streets below described for benefits conferred upon such property by constructing and installing improvements in said streets as hereinafter provided:

**Sanitary sewer laterals and water services for properties served by sanitary sewers and potable water on the following streets:**

|                                       |                                         |
|---------------------------------------|-----------------------------------------|
| 1. Caroline Street (Lake to Terminus) | 2. Douglas Street (Henry to Commercial) |
| 3. Elm Street (Division to Wisconsin) | 4. Hickory Lane (Cecil to Baldwin)      |

The report of the Public Services and Safety Committee showing the estimated cost of said improvements, proposed assessments and award of damages is on file in office of the Director of Public Works and may be inspected there on any business day between the hours of 7:30 a.m. and 4:00 p.m.

You are further notified that the Common Council will hear all persons interested, their attorneys or agents, concerning matters contained in the preliminary resolution authorizing such assessments and award of damages at 7:00 p.m., on the 19<sup>th</sup> day of February 2025, in the Council Chambers in the City of Neenah Administration Building, 211 Walnut Street. All objections will be considered at such hearing and thereafter the amount of assessments will be finally determined.

Dated at Neenah, Wisconsin this 7th day of February 2025

Charlotte Nagel  
City Clerk  
Neenah, Wisconsin

*Publish: February 7, 2025*



## NEENAH HOUSING REHABILITATION PROGRAM

### Eligible Repairs

Basic structural and mechanical repairs of owner-occupied dwellings, including repair of roof, foundation, windows, doors, siding, electrical, plumbing, heating, energy efficiency improvements, and reduction of lead-based paint hazards.

### Income Eligibility

Applications are accepted from City of Neenah residents who own and occupy residential property whose household income does not exceed the following limits:

#### **Current income limits\***

| <u>Household Size</u> | <u>Maximum Annual Household Income (Gross)</u> |
|-----------------------|------------------------------------------------|
| 1                     | \$55,400                                       |
| 2                     | 63,350                                         |
| 3                     | 71,250                                         |
| 4                     | 79,200                                         |
| 5                     | 85,550                                         |

\* Income limits change each year. Income must be eligible at time of assistance.

Liquid assets such as cash, savings, checking, CDs, retirement accounts, and securities that produce income are included in the income calculation. Applications are further evaluated on the basis of repayment of credit obligations, the total amount of proposed housing mortgage debt and the after-rehab value of the property.

### Types of Assistance

#### **Loans**

- Deferred mortgage loans with no monthly payment, 0% interest, periodic reviews of income required.
- 6% installment mortgage loans with monthly payment and term based on review of income and debt.

#### **Grants**

To be eligible for a grant, the applicant must also qualify under all of the following conditions:

- Head of household is disabled or aged 62 or over and retired.
- The household's only income source is fixed, based on retirement or disability pay (no employment income).

#### **Grant terms**

\$3,600 maximum grant amount, five year amortization, no repayment necessary if occupied for 5 years.

**For more information and to be pre-qualified, please contact the Neenah Department of Community Development at (920) 886-6128.**

PROPERTY OWNER AUTHORIZATION FORM

Caroline Street and Hickory Lane

RETURN TO DEPARTMENT OF PUBLIC WORKS or at  
[https://neenahwi.seamlessdocs.com/f/Contract\\_3\\_25](https://neenahwi.seamlessdocs.com/f/Contract_3_25)  
**NO LATER THAN FEBRUARY 21, 2025**



We being the owners or duly authorized agents of the owners of the property listed below, hereby authorize the City of Neenah to install the utilities indicated below, and agree to pay the City of Neenah for the costs of said utilities within 30 days of the date of invoice. By receiving the improvements shown below, we hereby waive all public hearing and notice requirements of Wisconsin Statutes §66.0703 and agree our property is benefited by those improvements to a value reasonably equivalent to the rates provided by the City of Neenah.

Should we fail to pay for the aforesaid costs within 30 days of the date of invoice, the City shall enter the costs on the current year property tax bill. Property owners can elect to pay costs in full with property taxes or place on deferred plan (one-fifth of the amount placed on the property tax bill each year for five years, plus interest at a rate to be set by Council on the unpaid balance). We understand and accept that we are responsible for all costs associated with the installation of said utilities and all restoration and/or replacement of the lawn, landscaping, private sidewalks and driveways which may be damaged while working on my water or sewer lateral

We further grant a temporary construction easement to the City of Neenah and their contractors to enter on the property described below to perform said work. Please complete this form in its entirety, sign, and return.

**SANITARY SEWER LATERAL**

The City of Neenah will require the sanitary sewer lateral replacement from the main to the house or building as part of the utility project if clay or cast iron is found and/or the sanitary sewer lateral is found to be defective.

- ☐ I will have the City replace my sanitary sewer lateral if clay or cast iron is found and/or it is found to be defective.
- ☐ I will replace the sanitary lateral: If clay or cast iron is found and/or the sanitary sewer lateral is found to be defective, I will take out the proper permits and replace the sanitary sewer lateral from the property line to the house or building (property owner's portion) with a private contractor. This work must be done by June 1, 2025.
- ☐ I have replaced my sanitary sewer lateral.

**WATER SERVICE**

The Neenah Water Utility will require replacement of the water lateral if lead or galvanized pipe is present or discovered, as part of the utility project.

- ☐ I will have the City replace my lead or galvanized pipe, if present, as part of the Utility contract.
- ☐ I will replace the water lateral: If lead or galvanized pipe is present or discovered, I will take out proper permits and replace the water lateral, from the curb stop to the meter setting (property owner's portion), with a private contractor. Work must be completed before construction commences.
- ☐ I certify that the lead/galvanized service line has been replaced in its entirety.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

(Please Print)

Owner Name(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(If different than above) \_\_\_\_\_

(see other side)

Please list any information regarding your sewer lateral or water service that may be pertinent to this work or any other information or comments you may have.

PROPERTY OWNER AUTHORIZATION FORM  
Elm Street and Douglas Street

RETURN TO DEPARTMENT OF PUBLIC WORKS or at  
[https://neenahwi.seamlessdocs.com/f/Contract 2 25](https://neenahwi.seamlessdocs.com/f/Contract_2_25)  
**NO LATER THAN FEBRUARY 21, 2025**



We being the owners or duly authorized agents of the owners of the property listed below, hereby authorize the City of Neenah to install the utilities indicated below, and agree to pay the City of Neenah for the costs of said utilities within 30 days of the date of invoice. By receiving the improvements shown below, we hereby waive all public hearing and notice requirements of Wisconsin Statutes §66.0703 and agree our property is benefited by those improvements to a value reasonably equivalent to the rates provided by the City of Neenah.

Should we fail to pay for the aforesaid costs within 30 days of the date of invoice, the City shall enter the costs on the current year property tax bill. Property owners can elect to pay costs in full with property taxes or place on deferred plan (one-fifth of the amount placed on the property tax bill each year for five years, plus interest at a rate to be set by Council on the unpaid balance). We understand and accept that we are responsible for all costs associated with the installation of said utilities and all restoration and/or replacement of the lawn, landscaping, private sidewalks and driveways which may be damaged while working on my water or sewer lateral

We further grant a temporary construction easement to the City of Neenah and their contractors to enter on the property described below to perform said work. Please complete this form in its entirety, sign, and return.

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The Neenah Water Utility will require replacement of the water lateral if lead or galvanized pipe is present or discovered, as part of the utility project.

- ☐ I will have the City replace my lead or galvanized pipe, if present, as part of the Utility contract.
- ☐ I will replace the water lateral: If lead or galvanized pipe is present or discovered, I will take out proper permits and replace the water lateral, from the curb stop to the meter setting (property owner's portion), with a private contractor. Work must be completed before construction commences.
- ☐ I certify that the lead/galvanized service line has been replaced in its entirety.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

(Please Print)

Owner Name(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(If different than above) \_\_\_\_\_

(see other side)

Please list any information regarding your sewer lateral or water service that may be pertinent to this work or any other information or comments you may have.

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**CITY OF NEENAH  
ALDERMANIC CONTACT INFORMATION**

**Aldermanic District 1**

**Mark Ellis**  
mellis@neenahwi.gov  
920-257-7529

**Kathie Boyette**  
kboyette@neenahwi.gov  
920-573-3393

**Cari Lendrum**  
[clendrum@neenahwi.gov](mailto:clendrum@neenahwi.gov)  
920-850-2433

**Aldermanic District 2**

**Dan Steiner**  
dsteiner@neenahwi.gov  
920-637-4685

**Brian Borchardt**  
[bborchardt@neenahwi.gov](mailto:bborchardt@neenahwi.gov)  
920-205-3926

**Tami Erickson**  
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920-729-9157

**Aldermanic District 3**

**Scott Weber**  
sweber@neenahwi.gov  
920-216-0218

**Lee Hillstrom**  
[lhillstrom@neenahwi.gov](mailto:lhillstrom@neenahwi.gov)  
920-722-0774

**Bill Pollnow**  
[bpollnow@neenahwi.gov](mailto:bpollnow@neenahwi.gov)  
920-637-4980

